



EMERGING LEADER FORUM EXECUTIVE COMMITTEE TERMS OF REFERENCE

COMMITTEE PURPOSE:

The purpose of the Emerging Leader Forum (ELF) Executive Committee (EC) is to oversee the ongoing operations of the organization and to ensure that the goals of the organization are met by:

- Cultivating a network of early-to-mid career professionals in healthcare;
- Supporting the development of members' skills and knowledge;
- Facilitating the sharing and development of ideas; and
- Enabling early-to-mid career professionals to connect with senior healthcare leaders

ACTIVITIES:

ELF coordination and planning: Managing the ongoing activities required to operate ELF, including annual planning and reporting, and committee meetings.

Sponsorship: Identifying and recruiting of ELF sponsors, negotiating sponsorship terms, and managing sponsorship contracts.

Finance: Managing of ELF finances including the development of the annual ELF budget, the tracking of forecasted and actual expenditures, and the management of the ELF bank account and payments.

Technology: Managing ELF's online presence (e.g. website, LinkedIn) and the use of technology to support the activities of ELF (i.e. marketing, membership management and communication, event registration).

Communication: Communicating with ELF members to inform them of events, provide relevant updates regarding ELF, and respond to queries.

Membership Management: Managing the ELF registration processes and membership database, including the implementation of the ELF membership policy, and membership analytics to inform committee planning efforts.

Marketing: Managing and propagating the ELF brand to increase awareness of ELF amongst potential future members, speakers and sponsors.

Event planning: Organizing events and engaging potential speakers to support the professional development of ELF members.

Not-for-profit status: Ensuring that ELF maintains its not-for-profit status by complying with requirements as set out by Industry Canada, including: maintaining records pertaining to accounts, meetings and membership, filing annual documentation to the government, and ensuring a minimum number of Executive Committee members

MEETINGS:

The EC will meet at a minimum of 12 times per year. Each meeting lasts approximately 2 hours and provides the EC with an opportunity to plan for future events and initiatives, debrief on events held, and make decisions relating to the operations and strategic direction of ELF. Additional meetings are occasionally organized on an ad hoc basis, based on the needs of the EC.



CHAIR:

The EC is chaired by the ELF Coordinator, if absent, the role of Chair may be assumed by any other member of the EC.

PARTICIPATION/ATTENDANCE:

All committee members are required to attend all monthly meetings, and participation at all events is highly encouraged.

In the event that a committee member is absent for more than two (2) consecutive meetings, the EC has the authority to ask the member to step down from their responsibilities, if they determine it appropriate to do so.

2013-2014 COMMITTEE MEMBERSHIP:

- ELF Coordinator (Interim): **Amanda Calzolaio**
- Finance & Sponsorship Lead: **Josephine Kwong**
- Event Planning Lead: **Catherine Chan**
- Event Planning Lead: **Bogdan Pascalau**
- Communications & Membership Lead: **Vacant**
- Marketing Lead: **Lyndsay Carter**
- Technology Lead: **Kiran Govind**

TERM:

EC members are committed to a minimum term of one (1) year and a maximum term of three (3) years, to be confirmed annually. Members who need to vacate their position mid-way through the year are asked to give the EC at least one month notice and to support the transitions of responsibilities to another committee member. The EC reserves the right to recruit a new committee member or leave the position vacant until the end of the year.

RECRUITMENT PROCESS:

At the end of each year, the EC will notify the Board of Directors of any vacant EC positions. The Board of Directors will convene a selection committee which will be responsible for notifying all ELF members of the vacancy. Members will be given the opportunity to submit their interest and qualifications for joining the EC. The selection committee members are responsible for reviewing candidates and selecting new members by a majority vote.

Candidates must meet the following criteria in order to qualify:

- Relevant experience that will support the activities of the EC
- Demonstrate a passion for healthcare transformation and the development of new professionals
- Ability to commit the necessary time for EC activities

EC members have the authority to keep a position vacant if an appropriate replacement cannot be identified or if additional EC members are not presently required. A minimum of 5 EC members are required to satisfy Ontario's not-for-profit legislative requirements, to which ELF is subject.