



CAPHC Canadian Association of Paediatric Health Centres
CPDSN Canadian Paediatric Decision Support Network

CAPHC-CPDSN Governance Model: 2011-2014

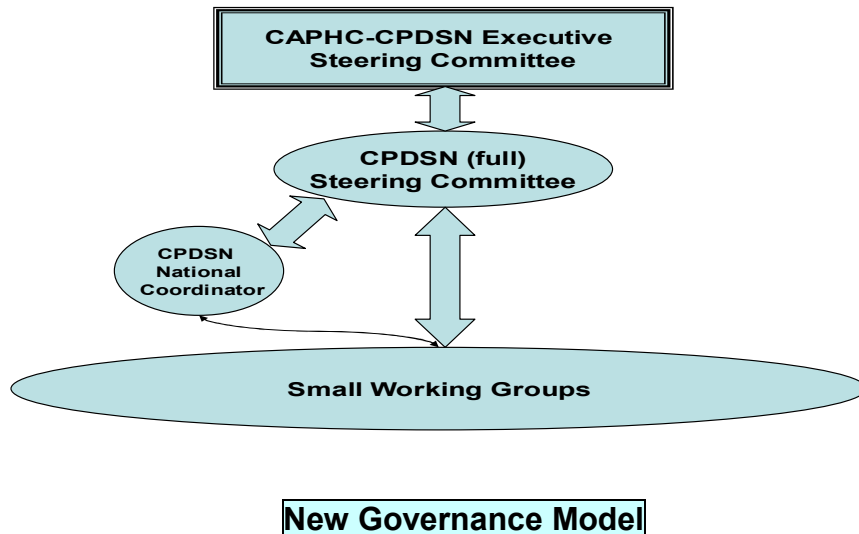
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¹ An Excerpt from the CAPHC-CPDSN Strategic & Operational Plan FY 2011-2014

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The New Governance Model

In recognition of CAPHC-CPDSN's anticipated growth, its future initiatives and plans for expansion, a new governance model will be used to streamline decision-making and oversight. A key feature of the new structure is the introduction of an Executive Steering Committee whose mandate will be to provide overall direction and oversight of the Network, based on input from the Full Steering Committee which represents all CAPHC-CPDSN members. This model will take effect as of Sept. 1, 2011 in conjunction with CAPHC-CPDSN's Phase 1 of a 3 year expansion plan to CAPHC community hospitals.



Members

Members of CAPHC-CPDSN will continue to be the health centres that provide service to Canada's children and youth and who are members of CAPHC. Members will sign a Memorandum of Understanding upon joining CAPHC-CPDSN and submit yearly fees. The collective membership of CAPHC-CPDSN will be consulted regarding decisions, guidelines, and agreements recommended by the Executive Steering Committee. Members will receive regular status reports on the activities of the Network via their respective Steering Committee representative(s) as well as CPDSN national office communiqués.

Executive Steering Committee

The Executive Steering Committee is comprised of the CAPHC-CPDSN Chair, Vice- Chair, CAPHC CEO (CAPHC Associate Director as an alternate), CAPHC-CPDSN National Coordinator, and one member-at-large who serves a two year term and is nominated from and elected by the Full Steering Committee through a confidential nomination and voting process. CAPHC's CEO facilitates the process through direct communication with the membership. The Executive Steering Committee reports to the CAPHC Board of Directors through the CAPHC CEO.

The Executive takes responsibility for ongoing oversight of the Network and provides a mechanism for responsive and timely decision-making. Each member of the Committee has one vote. The Executive Steering Committee may call a Full Steering Committee meeting for discussion and decisions on a particular issue. The Committee meets on a monthly basis, with the exception of July and August of each year.

Full Steering Committee

The Full Steering Committee serves as a member-based forum for identifying CAPHC-CPDSN strategic objectives, project priorities and activities and sharing of information. It provides guidance and feedback to the Executive Steering Committee on emerging issues.

Each centre (regardless of number of sites) has one vote via their steering representative or alternate. Decisions are typically reached via consensus.

The Committee membership nominates and then elects a Chair and Vice-Chair through a confidential nomination and voting process. CAPHC's CEO facilitates the process through direct communication with the membership. The Chair and Vice-Chair serve a two-year term and represent the Full Steering Committee on the Executive Committee.

The Committee meets four times a year and reports to the CAPHC Board through the CAPHC CEO. An Annual Full Steering Committee Strategic Retreat is held in conjunction with the CAPHC Annual Conference.

Small Working Groups

Small working groups (SWG) serve as ad-hoc time-limited groups tasked with the development and/or implementation of specific initiatives. Members are identified from the CAPHC-CPDSN membership at large based on their interests and expertise. Each working group is led by a member of the Full Steering Committee and or subject matter expert. The national coordinator contributes

and coordinates all the small working groups and is the liaison across the various groups as required. The national coordinator and or chair of each working group are responsible for providing regular updates to both steering committees.