

Creating Synergy

HEALTH COALITION OF ALBERTA

TERMS OF REFERENCE

May 27, 2010

INTRODUCTION

As a coalition, we are a united voice advocating for better access to optimal health care for all Albertans. We are proactively engaged in relevant discussions with governments, health professionals and other stakeholders concerning existing health care challenges or proposed health care reform. We create synergy in our advocacy and in our efforts to work together with government and other stakeholders to improve our health care system. We have become 'Creating Synergy Health Coalition of Alberta'. (CS)

The mandate of our coalition is to advocate for people-centered health care in Alberta. Through the strength of our membership we will be consulted with, and listened to, when decisions are made that impact the health of all Albertans.

Creating Synergy is both an unincorporated and non-profit organization.

MISSION

We are a coalition of voluntary sector groups advocating with a united voice for better access to optimal health for all Albertans.

VISION

The best people-centered health care for all Albertans

PRINCIPLES

We collectively share:

- Commitment To The Public Good And Public Benefit
- Integrity And Honesty
- Respect For All Stakeholders
- Commitment To Accountability And Good Governance
- Dedication To The Pursuit Of Quality Health Care

GOALS

1. To effectively champion for access to quality health care for Albertans
2. To increase the capacity of the coalition to support Creating Synergy's mandate
3. To develop administrative capacity and infrastructure
4. To ensure Creating Synergy has stable and diversified sources of funding

Participation

Participants in Creating Synergy consist of:

1. Membership of non-elected **individuals** living with or affected by illness or disease and demonstrating community leadership on focused health issues in Alberta. All members have an equal voice and vote at all meetings or on any issue so requiring.
2. Representatives appointed from voluntary sector organizations with an interest in advocating for better healthcare for all Albertans
3. A Steering Committee (SC) consisting of six to ten individuals elected by the General Membership. The Executive Director is also a member of this committee. The Steering Committee takes its direction from the membership.
4. One Chair elected by the SC and who shall be an Albertan with a vested interest and experience talking with government and other health stakeholders about Alberta's health care system, and its accessibility, equity, safety and coverage. The person may or may not be living with or affected by a chronic disease, illness or condition.
5. The Executive Director (ED). The ED shall be an "Ex-Officio" member of the SC who fulfills administrative and other support services to CS under the direction of the Chair and Steering Committee.

Creating Synergy Participant/Member Responsibilities

- a) Representatives of an organization should be appointed by their organization and be able to attend coalition meetings/teleconferences, and/or other health-related meetings. It will be the responsibility of these representatives to update or report back to their organizations about issues and activities of CS.
- b) The representatives may or may not agree to lend their name to the Coalition for use in CS materials (letters, news releases, fact sheets etc.) on an issue-by-issue basis.
- c) Participants in CS will assist in strategic work plan activities (attend meetings, sit on committees, prepare reports, advise on CS documents as required).
- d) The membership should participate in a minimum of two meetings per year (face-to-face or teleconference). Notes will be taken for meetings and distributed with action items and responsibilities.
- e) Participants can choose the issues in which they wish to participate and all those expressing interest in a topic can join with other members and the Steering Committee to facilitate work on that issue including meeting attendance, policy papers, etc.

Chair Responsibilities:

- a) The Chair or delegate will lead each meeting in person or by teleconference
- b) The Chair shall act as spokesperson for CS or may delegate other participants to speak on behalf of CS. In the event of an anticipated absence for any reason, the Chair shall assign one of the SC the role of Acting Chair.
- c) The Chair will share with the ED and SC any contact responsibilities for sponsors, government and member organizations. Everyone on SC shall be copied on all communications by government and other organizations.
- d) While the Chair may usually attend a meeting or conference on behalf of CS, each invitation will be discussed with the SC to determine the most qualified CS representative(s) on any one issue. Members may also be asked to participate.
- e) In conjunction with the SC the Chair will oversee the budget/financial report.
- f) The Chair will have other SC members as co-signers on official documents on the part of CS if they have contributed to the document.
- g) The Chair will provide verbal or written updates to participants, patients, consumers and sponsors on a regular basis or as requested.
- h) The Chair will encourage all members to participate in a meaningful, equitable way in all CS discussions and decision-making processes.
- i) The Chair will take his/her direction from the SC, with whom s/he works on a team basis, and the general members.

Steering Committee Responsibilities:

- a) Act with the Chair on a team basis to develop and implement strategies, to direct and champion issues, and generally act in a leadership role for CS.
- b) Act in conjunction with the Chair to oversee the CS budget and report on financials.
- c) Assist the Chair with meetings or teleconferences and request declaration of conflict of interest (as per conflict of interest guidelines).
- d) Be available for regular or event-driven SC teleconferences or other communications to facilitate timely response and effective operational decisions.
- e) May be assigned other responsibilities upon agreement.
- f) Attend meetings and/or represent CS when needed.
- g) Assist in capacity building within the SC and CS members/participants.
- h) Act as project/team leaders on CS issues and work with other team members to draft position papers, attend meetings etc.

Executive Director Responsibilities

- a) The Executive Director will report directly to the Chair and SC.
- b) The Executive Director will work closely with the Chair, SC, topic leaders and members to develop and approve a strategic work plan and budget which will reflect activities and expected expenditures for 6 months to 1 year.
- c) The Executive Director will ensure that an agreement has been signed with CS and its Chair.
- d) In conjunction with Chair and SC, prepare an annual report.
- e) Other responsibilities may be assigned upon agreement that these coincide with or replace others as higher priorities in the work plan.
- f) The ED will coordinate all communications both internal and external.
- g) Refer to full job description

Reporting Relationships

Creating Synergy's ED will provide support as agreed upon in the work contract.

CS will provide quarterly (a minimum of a bi-annual progress report) and annual progress reports for sponsors and others, as well as for participant organizations and individuals. Other specific reports will be generated on an as-needed basis.

Nature of Meetings

CS will hold meetings and teleconferences as required to carry out its strategic work plan activities.

In addition to CS participants, observers will be permitted to attend with prior notification to CS organizations/representatives.

Amendment to Terms of Reference

These terms of reference may be amended at any time, and from time-to-time, by the SC after appropriate consultation and discussion regarding risk management issues or areas which CS should or must consider, and for which CS must establish criteria or guidelines. As such it is a living document.

ATTACHMENT I

CONFLICT OF INTEREST GUIDELINES

Volunteers

All participants are volunteers who come together for a common purpose. Participants bring their personal values and the interests of their participating organizations with them, on the understanding that the goals of Creating Synergy Health Coalition of Alberta (CS) will take precedence.

Defining Conflict of Interest

Conflict of interest exists when a person has a private or job related interest potentially sufficient to influence how she or he might conduct CS business. Conflict exists whether he or she is actually influenced.

Conflict of interest may arise for any number of reasons but those most commonly encountered by coalitions would fall into one of the following broad categories:

- Commitment or obligation to incompatible goals of another organization- refers to the assumption that the mission and goals of CS are accepted by voting members and that CS goals are pre-eminent in matters subject to a vote.
- Unauthorized use of confidential or other CS information and documents – refers to the essential environment of trust and confidentiality in Steering Committee discussions which must be protected.
- Interest in personal revenues dependent on CS decisions - refers to employees, consultants and contractors receiving income from CS. These individuals relinquish membership and voting privileges to do so.

Declaring Conflict of Interest

Where a conflict of interest, actual or perceived, is deemed to be present:

- The conflict must be declared to the Chair and participants prior to the business of the meeting.
- The nature of the conflict is to be recorded in the minutes of the meeting.
- The participant declaring a conflict may take part in the discussions or leave the meeting room for the said discussion, at the discretion of the Chair, and will have no vote.

Affect on Quorum

Absence from part of a meeting for a declared conflict of interest will not adversely affect the quorum of the meeting.

Confidentiality

The Chair, with support of CS Steering Committee, choose the timing and format for release of CS information and documents. Participants shall respect matters of a confidential nature, meaning those not available to the general public, which are shared as part of CS business. Participants shall not publicly disclose CS information or use it for purposes outside CS without the prior consent of the CS Steering Committee.

APPENDIX II

FUNDING STATEMENT

Coming soon to be posted when finalized with members