

DRAFT TERMS OF REFERENCE

DIVISION HEAD COUNCIL

PURPOSE:

- To provide a forum for interdivisional input into the planning and delivery of clinical care and academic activities of the Department of Pediatrics (the Department), including input into the Department Executive Committee.
- To address issues related to responsibilities of Department members, support staff and resources, including those impacting on clinical service and/or academic activities.
- To respond to requests by the Department Head for consultation in establishing and implementing Departmental goals and other issues.
- To bring issues to the attention of the Department Head on behalf of the Divisions.
- To facilitate communication and collaboration amongst Divisions.
- To liaise with other groups and individuals to jointly contribute to improvements in care and outcome of children, youth and families.

RESPONSIBILITY:

- The Council will advise and report to the Department Head and Department Executive Committee.

MEMBERSHIP:

- All Division Heads (or their designated alternate) in the Department for the term of their appointment.
- The Department Head (non-voting) and Associate Department Head (ex-officio).
- Guests may be invited to meetings to address specific issues under consideration or to assist with function (documentation) of the meeting but will not be considered Council members.

QUORUM:

- Attendance which exceeds 50% of Council members shall be considered a quorum. In the event that a quorum is not present for a meeting discussions may occur but decisions may not be finalized.

CHAIR:

- The Chair of the Council will be chosen by Council members for a three year term which may be renewed once.

DUTIES OF THE CHAIR:

- To schedule meetings, establish agendas, and preside over meetings.
- To ensure that accurate minutes of meetings are taken and distributed to Council members.
- To represent the Council on the Department Executive Committee.
- To communicate with those outside the Council and obtain information to facilitate accomplishment of Council purposes.
- To ensure an Annual Report of Council activities is prepared for Council approval and submission to the Department Head, Executive Committee and Department Members.
- To report at Department Meetings.

VICE CHAIR

- The Vice Chair will be chosen by Council members for a two year term which may be renewed once.

DUTIES OF THE VICE CHAIR:

- To be a second representative of Division Heads Council on the Department Executive Committee.
- To assume the duties of the Council Chair in his/her absence.

MEETINGS:

- Regular meetings shall be held monthly during September-June. The agenda and related materials for the meeting shall be sent to Council members at least 48 hours prior to the meeting.
- Special meetings may be called by the Council Chair or any three members of Council to address specific issues of more urgent concern. At least one week's notice shall be given for such meetings.

DECISIONS:

- Shall primarily be made by consensus. If a vote is required, unless otherwise agreed by the Council Members at the meeting to use a mail (e-mail) ballot, the majority decision of members voting at the meeting shall prevail. The Council Chair will only vote to break a tie vote.

EVALUATION:

- The Council shall establish mechanisms to evaluate its effectiveness. This evaluation shall be included in the Annual Reports.
- Terms of reference should be reevaluated annually.