

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:</b>  <b>Faculty of Health Administrative Managers</b>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> September 26, 2017 - AMT
	<i>Responsible Unit:</i> Administrative Managers Team	<i>Amendments:</i> Reformatting-February 20, 2020

**1.0 Team Purpose and Structure**

**Purpose:** Regular meetings of the Faculty of Health

Administrative Managers team will provide a forum for facilitating human resource, finance, governance and facilitates management discussions, and any other discussions that are relevant to the core common functions of this team.

**Objective:** An opportunity for Schools/College/Affiliated Centers/Dean’s Office, to align our work with the Schools/College/Faculty and University strategic priorities and to provide an opportunity for shared:

- knowledge and understanding
- vision
- collaboration

**Membership:** **Administrative Managers** in the following:

- Dean’s Office (including HR Director, Finance Director and HR Manager)
- Physiotherapy
- Occupational Therapy
- Nursing
- Health and Human Performance
- Human Communication Disorders
- Social Work
- Pharmacy
- Health Administration
- Health Sciences
- Healthy Populations Institute

## 2.0 Background

The HPAS (Health Professions Administrative Staff) team originated sometime in the 1980's as a means to bring together Administrative partners within the formerly named Faculty of Health Professions (now Faculty of Health) to provide a venue for improved communication across a broader team that shared common core responsibilities. Since then, a regular meeting opportunity has been provided to enhance collaboration and to facilitate involvement in initiatives and issues that affect everyone's work and focus.

Due to the increase in the number of DPMG positions in this Faculty it has now become necessary to distinguish ourselves as having distinct core common responsibilities from other DPMG in the Faculty of Health and to revise terms of reference for this team to reflect this.

Information sharing and dissemination, gathering input and discussing relevant matters have all been part of the agendas over the last number of years. A change in meeting structure and frequency requires period review to ensure that we are utilizing our resources effectively.

## 3.0 Meeting Structure

The overall focus of the meetings will primarily be on operations, policy, procedures and planning and strategic issues. This will be a forum to discuss, analyze, and brainstorm and collaborate regarding common core areas of responsibility. The meetings will be interactive with team engagement and discussion. Further work on collective initiatives may be done by cross-team working groups that are identified and decided at these meetings. In addition:

- Chair will serve a one-year term (nomination to be approved by the team)
- Recording Secretary will serve a one-year term followed by an automatic one year as Chair (nomination to be approved by the team)
- Terms for Chair and Recording Secretary are July 1st to June 30th.
- Team will meet quarterly, or as required – dates will be set by the Chair
- Guest speakers will be encouraged to attend on issues that are relevant to the group
- Terms of Reference for the Faculty of Health Administrative Managers Team will be reviewed annually in July or first meeting of the academic year
- Meeting location will rotate among Schools/College/Affiliated Centers & Institutes that have meeting space
- When voting is required it will be done at meetings or by e-voting, as applicable.
- Quorum is half plus one.

September 26, 2017 (isf)

Reformatted Feb 20/20 (csg)