

Terms of Reference – *Learning/Education Advisory Group (LEAG)*

Mandate/Purpose:

HealthCareCAN's Learning/Education Advisory Group (LEAG) provides advice to HealthCareCAN's professional development division, CHA Learning. Advice is provided in support of the development of CHA Learning's strategy and annual learning plan and, in particular, assessing and advising on new learning opportunities, including their development and delivery, and the overall marketing of CHA Learning products that benefit HealthCareCAN's membership.

LEAG is *not* a committee of the Board and acts exclusively in an advisory capacity to HealthCareCAN staff who, in turn, will report to the board on the advice of LEAG as part of strategic and operational updates.

In addition, LEAG presents an exclusive opportunity for members to network and share emerging issues, questions, opportunities with one another.

Membership/Composition:

LEAG membership will be *broadly representative* of HealthCareCAN's members. As such, the group should be comprised of voices that can speak to different jurisdictions and health delivery organizations but will not necessarily include a representative from each jurisdiction or member. In sum, approximately 8-10 member representatives will be sought.

Representatives should hold senior and executive roles and include 'learning' (education, training, professional development) within their portfolio. They should be knowledgeable about these 'learning' needs and opportunities and be able to advise on strategy as it would relate to their own decision making to utilize CHA Learning products and services.

Representatives are asked to commit to a two year term on the LEAG with the possibility of continuing for a maximum of two additional terms.

LEAG may, at the discretion of the group, vote to *extend* at-large membership to individuals whose status with HealthCareCAN members may change (e.g. those who may change employers).

LEAG will be **co-chaired** by one member of the group along with HealthCareCAN's VP Learning and Development.

Meetings:

- Secretariat support is provided by CHA Learning
- LEAG meets 3-4 times per year, a minimum of four weeks prior to CHA Board meetings
→ Additional meetings may be arranged as needed
- Unless otherwise arranged, LEAG meetings will be by web conference and phone
- Additional communication will be by email

Role:

In keeping with the strategic directions, vision, values and mission of HealthCareCAN, LEAG **provides advice in support of:**

- Development of new learning opportunities (e.g. programs and courses)
- CHA Learning's marketing and communication plan
- Identification of emerging issues for CHA Learning
- Identification of key stakeholders and learning audiences for CHA Learning
- Identification of opportunities for partnership and collaboration
- Identification of learning resources and experts within specific domains of expertise
- Promotion of CHA Learning products
- CHA Learning's annual learning plan

Communication/Reporting:

Reports and recommendations from LEAG will be provided to HealthCareCAN's board of directors as part of the VP Learning & Development's report to the board. This report as well as any briefing material informed by the advice of LEAG will also be circulated to LEAG for their review. All attribution, unless otherwise agreed to, will be to the group as a whole and not to individuals.

Compensation:

There will be no financial compensation to LEAG members; however, for each term of representation, participating organizations will be offered one complimentary tuition (maximum \$2500 value) in a CHA Learning course or program.