



Health Care Network of Southeastern Ontario

CHIEF EXECUTIVE OFFICER'S COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Chief Executive Officer's Committee (CEO's Committee) is to provide a forum for all members of the Health Care Network of Southeastern Ontario to:

- consult and determine strategic action on matters of common interest to the Network,
- receive and exchange information related to the achievement of the Network's overall goals and objectives
- provide leadership and direction on approved Network projects, and
- plan and direct any other action that will further Network activities, in general.

Accountability

The CEO's Committee is accountable to the Health Care Network of Southeastern Ontario. Project committees and task forces are accountable to the CEO's Committee unless explicitly noted.

Membership

The Committee shall consist of the following voting members:

- CEO, Brockville General Hospital
- CEO, Hotel Dieu Hospital
- CEO, Kingston General Hospital
- CEO, Lennox & Addington County General Hospital
- CEO, Perth Smiths Falls District Hospital
- CEO, Providence Continuing Care Centre
- CEO, Quinte Healthcare Corporation
- CEO, Access Centre for Hastings & Prince Edward Counties
- CEO, Access Centre for Community Care in Lanark, Leeds and Grenville
- CEO, Kingston Frontenac Lennox & Addington Community Care Access Centre
- CEO, Hastings & Prince Edward Counties Public Health Unit
- CEO, Kingston Frontenac Lennox & Addington Public Health
- CEO, Leeds, Grenville & Lanark Public Health Unit
- Dean, Faculty of Health Sciences, Queen's University
- Chair, Regional Hospital Clinical Leader's Committee

Ex-officio (unless attending with delegated authority)

Regional Director, Ministry of Health and Long-Term Care
Director of Planning, Faculty of Health Sciences, Queen's University
Consultant to the Regional Clinical Hospital Clinical Leader's Committee
Vice-President, Regional Cancer Services, Cancer Centre of Southeastern Ontario

Delegates

Any voting member or the MOHLTC Regional Director may send a delegate on his or her behalf. Multiple representatives from a single organization may attend, however each organization only has one vote.

Terms of Reference

Terms will be reviewed every two years.

Chairperson and Vice-Chairperson

A chairperson and vice-chairperson shall be appointed by the Health Care Network of Southeastern Ontario in based on an election from the members of the committee. It is preferred that the chair and vice-chair represent different sectors (i.e., if the chair represents a hospital, the vice-chair should not also represent a hospital).

Secretary

The Managing Director of the Health Care Network of Southeastern Ontario shall ensure that appropriate secretarial and clerical services are provided to the committee, as required.

Meetings

The CEO's Committee shall hold at least eight regular meetings per year. Additional meetings will take place at the call of the chair. An agenda will be distributed, along with copies of the previous meeting's minutes, at least one week prior to each meeting.

Minutes of Meetings

Minutes of all CEO's Committee meetings will be distributed in advance of the meeting and shall be maintained at the Health Care Network of Southeastern Ontario.

Quorum

A quorum for conducting committee business shall be 50% plus one of the voting members.

Meeting Resources and Funding

The Health Care Network of Southeastern Ontario will provide necessary materials for the meetings to be held. The cost for the time of and travel for each member attending the meeting is the responsibility of each member or the organization that the member is representing.

August 2005



Health Care Network of Southeastern Ontario

**CHIEF EXECUTIVE OFFICER'S COMMITTEE
MEMBERSHIP LIST**

**Ray Marshall Chair,
President & Chief Executive Officer Brockville General Hospital**

Community Care Access Centre Executive Directors

Eleanor Plain, (Acting), Kingston, Frontenac Lennox & Addington
Dianne Raby, Access Centre for Community Care in Lanark, Leeds & Grenville
Jacqueline (Jackie) Redmond, Access Centre of Hastings & Prince Edward

Hospitals

Hotel Dieu Hospital
Kingston General Hospital

Hugh Graham, Executive Director
Joseph de Mora, President & Chief Executive Officer
Dr. Peter Munt, Chief of Staff
Dr. Anne Smith, Vice-President, Regional Cancer Program
Bill Hart, Vice President, Corporate Services
Peter O'Brien, Vice President, Program Support
Ken Beckett, Regional Services Planning Consultant
Arthur Ronald, Executive Director

Lennox & Addington County
General Hospital
Quinte Health Care
Perth and Smiths Falls District Hospital
Providence Continuing Care Centre

Bruce Laughton, President & Chief Executive Officer
Todd Stepanuik, President & Chief Executive Officer
Cathy Dunne, President & Chief Executive Officer

Public Health Unit Medical Officers of Health

Dr. Ian Gemmill, Kingston, Frontenac Lennox & Addington Public Health
Dr. Chuck Gardner Lanark, Leeds & Grenville Public Health Unit (to October 28, 2005)
Dr. Richard Schabas, Hastings Prince Edward Public Health Unit

Queen's University Faculty of Health Sciences

Dr. David M.C. Walker, Dean, Faculty of Health Sciences
Paul Rosenbaum, Director of Planning

Ministry of Health and Long-Term Care (ex-officio)

Kate Jackson, Regional Director (A)
Henry DeSouza, Program Manager
Carolyn Beatty, Hospital Consultant

Staff

Allan Katz, Managing Director
Marianne Walker, Executive Assistant

September 2005