

Saskatchewan Oral Health Coalition (SOHC)
Leadership Team (LT)
Terms of Reference

1. Purpose:

- 1.1 The Saskatchewan Oral Health Coalition (SOHC) Leadership Team (LT) works collaboratively with SOHC members to coordinate, develop, facilitate and support SOHC initiatives.

2. Functions:

- 2.1 Guides the operational and strategic mandate.
- 2.2 Acts as a reflective thinking body influenced by SOHC members and current priorities and trends.
- 2.3 Involves and motivates members through knowledge exchange and connectivity.
- 2.4 Provides forum to be the interactive sounding board for problem solving and/or consultation.
- 2.5 Recommends and supports action groups that deal with specific issues as required.
- 2.6 Establishes effective reporting processes and maintains SOHC collective knowledge.
- 2.7 Facilitates communication.
- 2.8 Fosters a participatory and inclusive approach in all activities.
- 2.9 Develops and maintains administrative functions.
- 2.10 Liaise with people, agencies, and groups in the best interests of the SOHC.

3. Membership:

- 3.1 Members of the LT are volunteers from the SOHC (currently 8 team members).
- 3.2 Other people may be involved on an as-needed basis with agreement from LT (e.g., consultants).
- 3.3 The chairperson role is rotated among members.
- 3.4 The recorder role is rotated among members.
- 3.5 Quorum shall be 50% of SOHC LT members.
- 3.6 The signing officers for the SOCH LT are appointed by the Chair and Treasurer. Two signatures are required.

4. Commitment:

- 4.1 Approximately four half-day meetings per year (16 hours). Meetings may be video conferences.
- 4.2 Additional meetings may be called.
- 4.3 Meetings are set via *Outlook Calendar Invitations*.
- 4.4 Meetings may be cancelled upon consultation with other LT members.
- 4.5 Individual work may be required.

5. Decision-making:

- 5.1 LT members work towards consensus on issues. All those at the table have a voice.
- 5.2 Final recommendations are taken to SOHC members for decision.

6. Accountability:

- 6.1 The LT is accountable to SOHC members.

Approved by SOHC Members: May1/2013