



Leadership Team Terms of Reference (Modified December 18, 2019)

Purpose:	<p>The purpose of the Leadership Team (LT) is to provide a forum for:</p> <ul style="list-style-type: none"> • Improving the leadership skills of the team members • Improving communications, understanding and fellowship among divisions, departments and staff.
Responsibility:	<p>The members of the Leadership Team (LT) are responsible for:</p> <ul style="list-style-type: none"> • Keeping their employees informed of corporate policy and direction • Providing policy input when requested by the Senior Leadership Team (SLT) • Supporting the direction of the corporation and the team • Providing leadership on corporate initiatives regarding continuous improvement • Promoting and improving relations between the County departments and divisions • Increasing the leadership capacity of the organization • Being a mentor to new leaders • Upholding their responsibility for health and safety • Promoting the principles of sustainability • Being a responsible citizens and representatives for the County in the community
Membership:	<p>Administrator Assistant Director of Care Business Analyst Chief Administrative Officer Chief of Paramedics/ Director Paramedic Services Communications Officer Community Development Officer Deputy Chief of Operations Deputy Chief of Performance Standards Deputy Treasurer Director of Corporate Services/Treasurer</p>

	<p>Director of Planning and Economic Development Director of Resident Care Executive Assistants (Support) Manager of Continuous Improvement Manager of Economic Development Manager of Environmental Services Manager of Food Services Manager of Human Resources Manager of Information Systems Manager of Legislative Services/ Clerk Manager of Community Planning</p> <p>New Leader Candidates (4) (Elected by Senior Leadership Team for a One Year Term) Additional members can be included at the CAO (or SLT discretion)</p>
New Leader Candidate:	Senior Leadership Team annually will select four County of Frontenac employees who exhibit leadership skills to join the Leadership Team for a period of 12 months.
Meeting Time	Quarterly. Meetings held in January, March, June, September and December, 2:00 pm to 4:00 pm after County Council meetings or at the call of the Senior Leadership Team.
Location:	County of Frontenac, Frontenac Room
Agenda:	<p>The agenda for a meeting will generally follow the following format:</p> <ol style="list-style-type: none"> 1. Welcome and Introductions 2. Highlights and Success Stories (5 minutes) 3. Civility in the Workplace (5 minutes) 4. Highlight New Technology and Innovation (5 minutes) 5. Team Presentation (30-40 minutes) 6. Guest Speaker (30-40 minutes) 7. Meeting adjournment

<p>Teams</p>	<p>Four teams made up of one Director and four others. (Note: the Director has a supervisory role) There are two categories: Mandatory and Other</p> <p>Mandatory: All seconded members plus all Leadership Team members who did not present in the previous year.</p> <p>Other: All other members of the Leadership Team.</p> <p>The Chief Administrative Officer, Director of Corporate Services/Treasurer, Director of Planning and Economic Development, Chief Paramedic, Fairmount Administrator are exempt from the pots. However, the Director of Corporate Services/Treasurer, Director of Planning and Economic Development, Chief Paramedic and Fairmount Administrator will have each have an advisory role with one of the four teams</p> <p>All names are drawn from the mandatory pot by the Team Advisors, assigning those members to their teams</p> <p>Once there are no names left in the mandatory pot, names from the other pot will be drawn to round out the teams until there are four members (not including the advisors) on each team.</p>
<p>Meeting Particulars:</p>	<ul style="list-style-type: none"> • No technology permitted during meeting unless required for job duties, emergencies or for an exercise during the meeting in which case this is communicated in advance • Encourage random seating by having tent cards with name and title that are arranged by the hosting team • No minutes will be taken at the meetings. When required, follow up/action items will be circulated. • With the permission of their Director, members may be excused from attending for significant prior commitments.