

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: B. General Administration	Effective Date: <b>Oct. 1, 2011</b>
Topic: 1. Administration	July 1, 2010
Subject: 1.06. <b>Senior</b> Management Team <b>Terms of Reference</b> (TOR)	
Policy No. B.1.06.	Page 1 of 2

## Terms of Reference

### **Composition**

The **Senior** Management Team Meetings will include the following:

CAO

**Chief** of EMS

Director of Finance & **Administration**

Director of **Integrated** Social Services

Information Systems Manager

Executive Assistant

Human Resources Support

Other staff may be asked to attend on an as needed basis

### **Purpose**

The **Senior** Management Team meets for the following purposes

1. to collectively arrive at solutions to issues and problems which impact across program boundaries;
2. to share information on program changes which may impact more than a single program;
3. to review administrative policies and procedures on a scheduled basis;
4. to share program information in order to support and enhance integration of program delivery;
5. to participate in the planning of the budget process;
6. to coordinate planning for staff events;
7. to provide advice on needed improvements to shared resources, office space or equipment;
8. to discuss IT issues and opportunities which transcend program boundaries;
9. to plan information sharing with all staff

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### **Statement of Principles for Management Team**

#### **Respect**

The DSB Senior Management Team will respect peers, staff and community ensuring each individual's dignity.

#### **Unity**

The DSB Senior Management Team will enter in as individuals and exit as one voice.

#### **Professionalism**

The DSB Senior Management Team will show professionalism in their work by being responsible, honest, and courteous to others guided by positive attitude, professional ethics, high standards and integrity.

#### **Communication**

The DSB Senior Management Team will "seek first to understand then to be understood". We will acknowledge the value of different types of communication to ensure a clear and concise message.

#### **Accountability**

Members of the DSB Senior Management Team will take responsibility for the decisions and actions, as well, the decisions and actions of the management team as a whole.

#### **Frequency of Meetings**

The **Senior** MTM will meet monthly on the second Monday of each month at 1.00 pm. If the Monday is a holiday the meeting will move to the Tuesday following.

#### **Agenda/Minutes**

The minutes will be created from the agenda as the meeting proceeds and will be available at the meeting end. **Decisions approved at Senior MTM will be communicated by the CAO to all Managers in a timely manner.**