

**SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY**  
**Policy**

---

**ADMINISTRATION POLICY**

**Senior Management Team**

INDEX:	ADM.108
DATE OF ORIGIN:	17 DECEMBER, 2008
DATE REVIEWED/APPROVED:	12 JANUARY, 2009
DISTRIBUTION:	ALL MANUALS
ORIGINATED BY:	SHSSA

**Purpose:**

To establish and create an operating framework for a Senior Management Team (SMT) within the Sahtu Health and Social Services Authority (SHSSA).

**Policy:**

Under the authority of the CEO a SHSSA Senior Management Team is created operating within the context of the attached Terms of Reference.

**References:**

Hospital and Health Care Facility Standards Regulations section 12(2)

Approved by:

  
Chad Fehr, Chief Executive Officer

# SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY

## Policy

---

### Senior Management Team Terms of Reference

#### Authority:

The Senior Management Team (SMT) operates under the authority of the Chief Executive Officer of the Sahtu Health and Social Services Authority within the framework of these terms of reference.

#### Section 12(2) Hospital and Health Care Facility Standards Regulations

“The Chief Executive Officer of a Board of Management for a hospital or health care facility shall have full administrative control of the hospital or health care facility, including administrative control in respect of the medical and professional staff and other personnel.”

#### Reporting Relationship:

The SMT has no specific authority except for the individual authorities delegated to each member through their job descriptions. SMT exists at the pleasure of the CEO and any decisions made at SMT are carried out via specific SMT members; each member of SMT reports to their respective supervisor as identified in their job description.

#### Membership:

- Chief Executive Officer (Chair)
- Director, Health and Social Programs
- Director, Finance and Administration
- Manager Health Services
- Manager Social Services
- Executive Assistant to CEO (Secretary)

#### Meeting Frequency, Mediums and Administration:

- The SMT will meet on a weekly basis or as requested by the CEO.
- The Executive Assistant to the CEO will provide administrative support including minute

#### Responsibilities:

1. Align Authority resources to meet the strategic plan goals and objectives.
2. Review and take action on incidents, adverse events, client concerns, Health Service Committee recommendations, and Occupation Health and Safety recommendations.
3. Review and complete Access To Information and Protection of Privacy requests.
4. Review and take action on Financial Variance Reports.
5. Develop an annual Authority Budget.
6. Publish a quarterly public newsletter.
7. Update Authority website and Sharepoint site.