

**CHA Leader Formation Taskforce
Meeting Summary
17 October 2013**

1. Opening Prayer

The meeting opened with a prayer led by Susan.

2. Present, apologies and introductions

Invited

Jennifer Stratton

Kevin Mercer

Sr Anne Hetherington

Helen Clarke rsc,

Brigid Tracey

Stephen Cornelissen

Jan Horsnell

Cath Garner

Rev Dr Joe Parkinson

Rev Dr Gerard Arbuckle SM

Dr Tony Baker

Martin Laverty (Staff)

Susan Sullivan (Staff)

Those Taskforce members not able to be present last time were welcomed and introduced. The Taskforce participant background is available to assist appreciation of the backgrounds of each member.

3. Summary of previous meeting

Accepted.

4. Continuing the Mission: *Expectations of Trustees, Board Directors and Executives (CTM)*

Susan summarised the background and purpose of the document and its place as a guide for the Taskforce in planning and prioritising new initiatives. Taskforce members commented on its value in a range of ways: as a guide to key features of Catholic identity, as a framework for supporting governance through ensuring the skill mix suggested by the various domains, as a guide for continuous improvement, as a conversation starter with executives, as a resource for recruitment of staff who are open to assimilating and growing in the capabilities described in the framework.

5. DRAFT Priorities Matrix

A restructured version of the DRAFT Priorities Matrix was presented. The early work of the Taskforce is to agree the content and priorities of the DRAFT Priorities Matrix. The agreed priorities will be achieved through a range of approaches. For example some projects will be outsourced to interested systems, some to tertiary institutions. Some will become the responsibility of CHA to deliver and some may be achieved through separate funding.

The Taskforce discussed the intended range of people for whom recruitment, role definition and formation opportunities are being considered. It was agreed pastoral practitioners be included because they are significant contributors to the Catholic identity of a ministry. Emergent roles such as trustee and mission leader will benefit from scope and role definition while other roles such as board director and executive will benefit from a clearer articulation of the associated mission responsibilities.

Success varies across member systems and organisations in recruiting to the key mission-and-identity-related positions of trustee and mission leader. Networking is important both within CHA and across the Church as a whole. Support in a variety of ways for the mission leader position was seen as an important investment. Formation for nursing leadership is also a priority especially fostering awareness of their impact on the mission at the frontline. Mentoring was seen as critical for new leaders at all the levels encompassed by the work of the Leader Formation Strategy.

The Taskforce identified the highest action priorities as: mission leader support, engagement with tertiary institutions, scope of practice for key roles, expanding the range of formation opportunities, and mentoring and coaching for key roles. Feedback regarding priorities will also be sought from CHA members.

A revised version of the Matrix is provided with the Meeting Summary.

6. Milestones Plan

Agreed.

7. Communications Plan

A key role of Taskforce members is facilitation of communication, liaison and feedback from within their own organisations.

Consideration was given to a suitable name which will be part of the branding of the Leader Formation Strategy. A teleconference will be held next week with a smaller group from the Taskforce to finalise this.

8. MLC Program 2014

The concept of developing an Australian version of the MLC program was discussed in terms of its place as one of many initiatives intended to support formation into the future. The breadth of these initiatives is captured in the DRAFT Priorities Matrix. Nevertheless it was considered worthwhile to explore the possibility of a cohort attending the MLC program from 2014 as a means of assessing the program first hand and strengthening any future partnership with the Board and staff of MLC.

9. Future meeting dates

Meeting dates are now confirmed as:

Wednesday 4 December, 2013 by teleconference, 1:30 – 3:30pm AEDT

2014

Wednesday 19 February, 1:30 – 3:30 AEDT (By Teleconference)

Friday 11 April (Face-to-face, Canberra)

Wednesday 11 June (Face-to-face, Sydney)

Thursday 13 August, 1:30 – 3:30 AEDT (By teleconference)

Thursday 23 October (Face-to-face, Sydney)

Wednesday 3 December (By teleconference)

10. Close

The meeting closed at 3:30pm.

**CHA Leader Formation Taskforce
TERMS OF REFERENCE**

Purpose

The CHA Leader Formation Taskforce is established in response to the mandate given at the 2013 Governance Conference to support the vision of Catholic health and aged care by ensuring those who are called to governance and leadership are appropriately equipped for their responsibilities through effective formation.

Function

The CHA Leader Formation Taskforce has been created by the CHA Stewardship Board. It is representative of the range of governance and leadership roles as well as scale and service areas of CHA members. The Taskforce is established to provide a forum for planning and implementation of the strategies and resources necessary to ensure effective governance and leadership of the mission of Catholic health and aged care now and in the future.

Terms of Reference

Guide the direction of the CHA Leader Formation Strategy and provide oversight to its implementation by:

1. Identifying the most effective means to realise the goals of the CHA Leader Formation Strategy.
2. Overseeing mapping and analysis of existing formation strategies and resources.
3. Recommending priorities for development of new strategies e.g. programs, resources and leadership networks.
4. Advising on access to the intellectual and financial resources necessary for implementation of the CHA Leader Formation strategy.
5. Promoting the importance of leader formation through consultation and engagement of all stakeholders including large and small, regional and remote services.
6. Promoting within their own organisations the uptake of new resources and initiatives.
7. Advising on relationships and communication with external stakeholders e.g. ACBC, CRA, academic institutions.
8. Maintaining awareness of the ongoing issues impacting on effective lay governance and leadership of Catholic health and aged care services.

Taskforce Workings

Membership will comprise representatives of CHA health and aged care members at trustee, board director and CEO level across the range of member groupings.

Meetings will be held a minimum of five times a year and as required preferably face-to-face.

Current Membership

Jennifer Stratton, Chair CHA Mission and Identity Committee

Kevin Mercer, CEO Holy Spirit Care Services, Qld

Sr Anne Hetherington, Chair Mercy Partners

Helen Clarke rsc, Trustee Mary Aikenhead

Brigid Tracey, Member LCM Health Care Board

Stephen Cornelissen, CEO Mercy Victoria

Jan Horsnell, CEO Southern Cross Care, Victoria

Cath Garner, DOM Cabrini Health

Rev Dr Joe Parkinson, Member CHA Stewardship Board

Rev Dr Gerard Arbuckle SM, Consultant

Dr Tony Baker, Member St John of God Health Care Board

Martin Laverty, CEO Catholic Health Australia HA (Ex-officio)

Susan Sullivan, Director Mission Strategy, Catholic Health Australia (Ex-officio)

August 2013