

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: Oct. 1, 2011
Topic: 1. Administration	NEW
Subject: 1.07. Management Team Terms of Policy No. B.1.07.	
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Terms of Reference

Composition

The All Management Team 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
 EMS Deputy Chief
 Commander of Quality Assurance
 Field Superintendents
 Superintendent of Training
 Supervisor of Infrastructure & Asset Management
 Finance Supervisor
 Maintenance Co-ordinator
 Information Systems Co-ordinator
 Ontario Works Program Supervisor
 Social Housing Program Supervisor
 Children's Program Supervisor
 Other staff may be asked to attend on an as needed basis

Purpose

The Management Team meets for the following purposes

1. enhance communication amongst all managers
2. communicate organizational goals and directions
3. promote team building
4. provide staff training and development
5. to share information on program changes which may impact more than a single program;
6. to share program information in order to support and enhance integration of program delivery;
7. Human Resources training and development

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Statement of Principles for Management Team

Respect

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

Unity

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

Professionalism

The DSB 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 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 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 Management Team will meet semi-annually preferably in late spring and early fall. The meeting dates will be set well in advance in order to allow all Managers to attend. Surveys will be conducted after each meeting to determine the appropriateness of the items discuss and to develop the agenda for the next meeting.