

## AFHTO

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**From:** Bryn Hamilton  
**Sent:** February-10-15 4:23 PM  
**To:** AFHTO  
**Subject:** Request for feedback: ED Resource Toolkit

Hello Executive Directors,

I'm writing to ask your help in creating a one-stop resource to orient and support Executive Directors of FHTs/NPLCs.

AFHTO has recently partnered with The Osborne Group and members of the ED Advisory Council to assemble and develop the **Executive Director Resource Toolkit**. Its objective is to orient new EDs of FHTs and NPLCs to their role and provide all EDs with easy access to a comprehensive collection of tools, resources and templates that will allow them to manage their operations effectively.

Sections of the toolkit may include:

- FHT Overview
- Roles, Responsibilities & Relationships in an Interprofessional Team
- Human Resources policies and procedures
- Financial reporting
- Governance
- Ministry reporting
- Regulatory compliance
- Procurement and contracts
- Other topics as identified as a priority by EDs

You can help by sharing existing resources you already use. Please send in:

1. **Your Top 5:** please forward the "top 5" policies/manuals/resources/templates that you find most useful in supporting effective management and operations of your organization (for example privacy policy, employee manual, recruitment aids, service agreements, etc.)
2. **Your Wish List:**
  - a. What resources did you wish you knew or had when you started?
  - b. What resources do you wish you had now?

Kindly forward materials and responses to Bryn Hamilton, Provincial Lead – Governance & Leadership Program, by email: [bryn.hamilton@afhto.ca](mailto:bryn.hamilton@afhto.ca) **by February 23<sup>rd</sup>**.

Your contributions to the development of the **Executive Director Resource Toolkit** is critical to ensuring the end product is a valuable resource for all EDs to use – we would like to thank you in advance for your participation in this important initiative.

Kind regards,  
Bryn

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