



## **OMA Appointment Policy and Procedure**

Approved by the Board of Directors – September 11, 2024

A commitment to member participation and engagement is essential to OMA and its work. Part of that commitment is realized through the recruitment and selection of OMA members to provide high caliber input and advice on OMA's various committees, working groups, task forces, panels and other bodies. Through member appointments, the OMA benefits by (a) engaging a variety of perspectives reflecting the diversity of the OMA membership; (b) enhances and strengthens the members' voice in OMA work; and (c) brings specific skills and expertise on a variety of topics.

The OMA is committed to an open, competitive and equitable appointments process to encourage broad participation of members in their association.

### **Application**

This policy applies to appointments to all OMA committees, task forces, panels and working groups, unless the terms of reference of the body states otherwise. This policy also applies to any OMA member appointments made to external bodies.

### **Exclusions**

This policy does not apply to OMA board committees or where external groups are seeking OMA staff participation. Any staff appointments made to external bodies will be made by the CEO.

OMA staff and members of the OMA Board of Directors are not eligible to apply for OMA appointments unless explicitly noted in the bodies' charter or on an ex-officio basis (by virtue of their position and articulated in the charter or terms of reference).

Other specific exclusions may be included in board-approved charters and terms of reference for various bodies.

### **Charter/Terms of Reference**

These are documents outlining the mandate and operational details including such things as composition, mandate, roles and responsibilities, term, quorum, meeting schedule, staff roles and the like. In most cases, these documents are approved by the OMA Board of Directors.

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## Terms

- Committees and Panels: Each member is appointed for a two-year term unless otherwise stated. Whenever possible, terms are to be staggered so approximately half of the positions on the body are open for appointment and/or reappointment each year.
- Task Forces and Working Groups: Unless otherwise stated, terms of these bodies are tied to the completion of the approved mandate. The expected term length will be noted in the charter/terms of reference or in recruitment materials.
- External Bodies: Term limits are established by the external body.

### Maximum Length of Service:

Unless noted otherwise in the charter or terms of reference, the following term limits apply.

- A member may serve on a given committee for a maximum of six (6) years, except that this limit is extended by two (2) years for a member who has served as the chair of the committee.
- Terms of chair and vice-chair are two (2) years. A sitting chair or vice-chair may seek one additional two (2) year term to continue in their current role. A chair or vice-chair can only serve in a position for a maximum of four (4) years.
- As working groups and task forces are time-limited, maximum lengths of service do not apply to these bodies.

Notwithstanding the noted maximum length of service, members will continue to serve beyond their term of appointment until the appointment of successors.

### Completion of Terms:

Appointed members will continue to serve until any of the following scenarios occur:

- I. Their term naturally concludes
- II. Their appointment is revoked by the OMA Board of Directors
- III. They no longer meet the required eligibility, or
- IV. The committee is dissolved/sunset by the OMA Board of Directors or associated external body

### Maximum Number of Appointments:

Best efforts will be made to not appoint members to more than two (2) OMA bodies concurrently that fall within the scope of this policy and procedure. It is recognized that cross-

appointments may make it necessary for members to serve on multiple committees, panels, working groups and task forces.

## Eligibility

Specific eligibility requirements for each body will be outlined in the charter or terms of reference. It is expected that all appointed members:

- Be an OMA member in good standing, residing or practicing in Ontario
- Does not have a CPSO license that is suspended or restricted due to a finding of professional misconduct
- Agrees to abide by all the rules, procedures and policies established by the OMA including, but not limited to: policies guiding member interactions and all OMA privacy, respect in the workplace and workplace violence/harassment policies, and any updates or future iterations of these
- Agrees to sign any necessary attestations, confidentiality agreements, or non-disclosure agreements which contain provisions that survive after the member's term on the committee

Appointed members are responsible for advising the chair and staff leads of any change with respect to their eligibility to serve. Based on the information presented, staff will advise if the member is still eligible to serve on the given body.

## Chair and Vice-Chair

Unless the charter or terms of reference state otherwise or where the board chooses to make such an appointment, the body will select the chair and vice-chair by majority vote from among eligible candidates. The vice-chair shall assist the chair in carrying out their duties as chair. During their term, the vice-chair may be provided with education and training to prepare for the role of chair.

## Appointment Process

1. All open vacancies are promoted and advertised through numerous channels, clearly outlining the charter/terms of reference, current committee composition and associated term end dates, the evaluation skills and experience matrix, expectations, time commitment, and any committee-specific technical requirements. The call for applications shall remain open for a minimum of 30 days.
2. To support ongoing engagement efforts, recruitment information sessions, where interested applicants can inquire about opportunities, will be held throughout the year.
3. Applicants fill in a standardized application form. Incomplete applications will not be considered.

4. Every application is reviewed by numerous members of staff representing multiple departments and perspectives. Occasionally, OMA physician leaders and/or external advisors may be invited to participate in application review. Participating staff, physician leaders, and external advisors are chosen for expertise related to the subject matter of the given body, governance, and member engagement and experience. This group of evaluators will include the committee staff lead.
5. Applicants are evaluated against a standardized skills and experience matrix. Any changes required to the matrix must be made prior to application intake commencing to ensure a fair, open and transparent process.
6. Unless stated otherwise in the appropriate charter/terms of reference, recommendations are formulated for approval by either the Governance and Nominating Committee (GNC) or Nominations and Appointments Committee (NAC). These recommendations include a review of the committee as a whole, its current makeup and opportunities to address any identified skills, experiences and/or representation gaps.
7. A list of preferred candidates, with some potential alternatives, is presented for approval to the responsible oversight committee and in most cases the OMA Board of Directors (cases where board approval is not required will be clearly outlined in the associated charter or terms of reference or through a formal board decision).
8. During the recruitment plan development process, additional evaluation and screening elements may be required such as an interview, reference checks or other background checks (e.g., policy record checks, social media checks). These additional evaluation elements must be outlined in the recruitment materials.

Note: Occasionally for operational reasons it will be necessary to shorten recruitment timelines for ad hoc and urgent appointments or use a targeted recruitment approach to focus on specific skills, experience, specialties, regions etc. Any deviations from the appointment process will be conducted with the approval of the CEO and in consultation with the chair(s) of the corresponding oversight bodies (e.g., board chair & GNC chair or General Assembly Steering Committee chair & NAC chair).

## Reappointment Process

The reappointment of current members is often merited, and such reappointments can add experience and continuity to a committee or panel. As a membership organization, there is a need to balance stability and continuity while ensuring that opportunities are created for members to get involved with their association.

Members who successfully complete their first appointed term may be eligible for a simplified reappointment. In the situation where three (3) or more positions are up for renewal, it is recommended that an open recruitment be held for at least one (1) of those positions.

For a simplified reappointment to occur the following conditions must be met:

1. Member has completed their initial two (2) year term, in the case of the chair is part way through or has completed their initial two (2) year term as chair.
2. Member indicates in writing to lead staff their interest to be reappointed prior to any recruitment efforts commencing.
3. Member continues to meet all eligibility requirements.
4. Member has been an active and engaged member of the committee as determined through committee evaluations, meeting attendance, and participation.
5. Member upholds and abides with all the rules, procedures and policies established by the OMA including, but not limited to: policies guiding member interactions and all OMA privacy, respect in the workplace and workplace violence/harassment policies, and any updates or future iterations of these.
6. Reappointment recommendations will be made to the appropriate oversight committee prior to undertaking recruitment efforts. All reappointments will be clearly noted in communication and recruitment materials to ensure an open and transparent process.
7. Where an individual is not selected for reappointment, a rationale must be provided.

Members continue to be eligible to be reappointed beyond their second term and up to their allowable maximum term limit. In these situations, members must formally reapply to the appointment process outlined in this policy and procedure.

## Vacancies

Vacancies on these OMA bodies are created when a member resigns or vacates the position, effective:

- The date this complete their term
- The date of the resignation
- The date the member is removed by the board
- The date the member no longer qualifies for the position, or
- The date of the death of the member.

Where a member misses more than 35% of regularly scheduled meetings in a year (roughly representing a third of the scheduled meetings), they are deemed to have resigned from their appointed position. Exceptional circumstances may prevent a member from fully participating and in these rare situations, accommodation and exceptions to this provision may be arranged.

## Interim and Short-Term Appointments

A member may be unable to complete their term or may need to take a temporary leave of absence (e.g., parental leave, medical leave, family/professional emergency). To ensure that there is no disruption to OMA operations and to avoid ad hoc recruitments where possible, the CEO may make an interim appointment in consultation with the chair(s) of the corresponding oversight bodies. Temporary appointments should be less than 6 months and cannot exceed 1-

year in duration. Individuals appointed on an interim basis are not eligible to be reappointed under the reappointment provisions of this policy.

### **Applicant Notification**

All successful and unsuccessful applicants will be notified in writing of the final appointment decisions. Any applicant will have the opportunity to discuss the process and their application with responsible staff and/or accountable OMA leadership (e.g., board chair, GNC chair etc.).

### **Orientation and Onboarding of New Members**

OMA staff will provide new members with an orientation package prior to the first meeting, which will generally include:

- Previous meeting minutes
- Contact information of lead staff, chair, and other members
- Meeting dates
- Charter/Terms of Reference
- Code of Conduct and other relevant policies and procedures

### **Completion of Terms**

At the completion of a member's term, lead staff may conduct an exit interview with the objective of improving processes and the work of the OMA body. A member will be encouraged to provide suggestions for improvements or may seek information with respect to other opportunities to serve within the OMA.

Following the completion of their terms, members are required to maintain confidentiality related to the work they did on behalf of the OMA. They are not to disclose or discuss confidential information about the organization's matters with another person or entity, or use it for their own purposes, unless the association authorizes them to do so. Additional requirements may be outlined in signed confidentiality and non-disclosure agreements.

### **Reporting**

All members appointed to an external committee are required to submit a written report to the Governance and Nominating committee (GNC) as directed by the external committee and/or the OMA Board of Directors.