



## **Priority and Leadership Group Delegate and Entity Member Position Description**

### **Purpose of this Priority and Leadership Group Delegate and Entity Member Position Description**

This Priority and Leadership Group Delegate and Entity Member Position Description:

1. Sets out the mandate of the Priority and Leadership Group Delegates and Entity Members (Entities include Panels and the General Assembly Steering Committee)
2. Defines the specific responsibilities of the Priority and Leadership Group Delegates and Entity members
3. Sets out the qualifications and term of office for the Priority and Leadership Group Delegates and Entity members
4. Outlines the knowledge and skills required for a Priority and Leadership Group Delegate and Entity member
5. Provides a summary of the leadership qualities required for a Priority and Leadership Group Delegate and Entity member
6. Reviews the working relationship requirements for Priority and Leadership Group Delegates and Entity members

### **1. Overview and Mandate**

Priority and Leadership Group Delegates and Entity Members will convey the views of members within a collaborative, professional, and staff-supported forum. They will represent diversity in type of medical practice, leadership experience, gender, region, and other diversity characteristics. They will be expected to demonstrate strong leadership and will:

- Contribute consistently and meaningfully to the work of the General Assembly
- Provide input into the priority setting and advisory functions of the General Assembly
- Constructively engage with fellow Priority and Leadership Group Delegates, Entity Members and OMA staff to improve the outcomes of the General Assembly

Priority and Leadership Group Delegates and Entity Members will uphold the General Assembly Mandate, Guiding Principles and Charter. In addition, Delegates will:

- Be in good standing with the OMA and be eligible to hold office as per the OMA By-laws
- Be available to regularly attend any meetings of the various entities within the General Assembly as required

### **2. Specific Responsibilities**

Priority and Leadership Group Delegates and members of the various General Assembly entities exercise due diligence in the performance of their duties, including the following:

#### Meeting Preparation

- Prepare for meetings and read in advance all materials
- Ensure a continual process for Priority and Leadership Group Delegates and Entity Members to become familiar with a range of issues

#### Member Engagement

Priority and Leadership Group Delegates:

- Solicit feedback from Elected Leaders and members within their Constituency Group and act as their information resource as supported by OMA technologies, tools, and processes
- Act as an effective conduit between member's interests and the OMA
- Bring important emerging Constituency Group issues to the Network and the General Assembly as needed
- Report to Constituency Group Elected Leaders on solutions generated by General Assembly Working Groups
- Recruit future Constituency Group Elected Leaders
- Act as a mentor for new Priority and Leadership Group Delegates

#### Priority-Setting

Priority and Leadership Group Delegates:

- Help to set policy priorities using voting or other decision-making tools
- Provide input in setting the OMA Strategic Plan
- Engage in knowledge transfer with other Priority and Leadership Group Delegates to support positive outcomes for physicians

#### Other Responsibilities

Priority and Leadership Group Delegates and Entity Members:

- Participate in training and development programs as recommended by the General Assembly Steering Committee or OMA staff
- Submit expenses and maintain accountability as per General Assembly and OMA policy

### **3. Qualifications and Term of Office**

- Priority and Leadership Group Delegates and Entity Members must be in good standing with the OMA and be eligible to hold office as per the OMA By-laws and are selected from among their Constituency Group Elected leadership
- Priority and Leadership Group Delegates and Entity Members, Panels and GASC serve a two-year term, which can be renewed twice, for a maximum of 6 years consecutive service
- Priority and Leadership Group Delegates and Entity Members, Panels and GASC may return after a two-year break from serving as a Delegate
- Maximum lifetime service as a Priority and Leadership Group Delegate or Entity Member is 10 years

#### **4. Knowledge & Skills**

The General Assembly will rely on the skills of Priority and Leadership Group Delegates and Entity Members to achieve successful outcomes. Professional experience including leadership positions in health care or other related fields is an asset. General Assembly Priority and Leadership Group Delegates and Entity Members will bring the following knowledge and skills to their role or will acquire knowledge and skills through training and mentoring as soon as possible upon accepting their role:

- Knowledge of OMA By-laws under which the General Assembly exists, the OMA Vision, Mission, Core Values, and governance policies as they pertain to the duties of a Priority and Leadership Group Delegate and Entity Member
- Understand and respect the differences between the responsibilities of the General Assembly and the responsibilities of the OMA Board
- Understand the Ontario health care environment, the OMA's strategic and operational goals and the on-going issues being addressed by the OMA
- Experience in developing and maintaining professional, collaborative and productive working relationships
- Excellent listening, verbal and written communication skills
- Excellent organizational skills
- Comfortable using modern digital tools and willing to learn new applications as needed

#### **5. Leadership Qualities**

Priority and Leadership Group Delegates and Entity Members:

- Demonstrate a commitment to strong leadership skills within the General Assembly
- Act as a physician role model for solution-focused, collaborative leadership
- Act as a champion for a diverse and inclusive environment
- Work with impartiality, objectivity, credibility and empathy; be willing to assume positive intent in relating to others
- Participate with strong initiative, creative ideas, enthusiasm, and focus

- Contribute to making good decisions with emotional maturity, good judgment, professionalism

## **6. Working Relationships**

- Priority and Leadership Group Delegates encourage Constituency Group Elected Leaders to solicit input from the members of their Constituency Group related to prioritizing physician issues
- Priority and Leadership Group Delegates collaborate across Constituency Groups, within their Network and across all Networks
- Priority and Leadership Group Delegate are approachable and objective leaders within their Constituency Group, ensuring that all voices are heard