

ONTARIO MEDICAL ASSOCIATION

CMA AFFILIATION COMMITTEE CHARTER Version 4.0 January 15, 2020

1. Composition

- a) The CMA Affiliation Committee (the “Committee”) of the Ontario Medical Association (“OMA”) is a Hybrid Committee that reports to the Board with a ‘dotted line reporting responsibility’ to the OMA CEO. The Committee shall be comprised of the following members approved by the Board.

- 4 OMA Board Directors
- 2 Council Delegates
- Past Caucus Whip
- Ontario CMA Board members (as Observers)

Members will vote for the Chair and Vice-Chair upon the inaugural meeting of the Committee. The Chair of this committee will also serve as the OMA Caucus Whip.

- b) The following skill set is required in the selection of Committee members:

- Must be both an OMA and CMA member
- Have demonstrated an interest in matters affecting the profession and have familiarity with current issues facing the OMA/CMA and its members.
- Willing to become familiar with OMA/CMA strategies and policy positions.
- Be willing to participate fully, offer their perspective, and to support positions that are consistent with OMA Policy.
- Ability to articulate and influence policy at a National level.
- Leadership ability – to be used to lead/guide the work of the OMA Caucus.

It is not necessary for any one member of the Committee to possess all of the skills. However, each skill should be present in the Committee’s composition.

- c) The term of a member shall be in accordance with the OMA Board Committee Appointment Policy, or a policy that replaces it. For this committee, members will be appointed for a 2-year term.

Note: as a new committee, when initially approving members, half of the members will be appointed for a 1-year term following the initial appointment, and the other half for a 2- year term.

2. Operating Principles and Procedures

The Committee shall fulfill its responsibilities within the context of the following principles and procedures:

a) **Committee Values**

The Committee will act in a manner that values the contribution of the staff and Management of the OMA. It expects its Committee members and its nominees for election or appointment by the Board to operate in compliance with the OMA's Code of Conduct, policies, and with all applicable laws and regulations governing OMA.

b) **Communications**

The Chair and members of the Committee expect to have direct, open and frank communications throughout the year with the CEO, the Board, and other key Committee advisors as applicable. Each committee member understands and accepts that the Committee speaks with one voice and that no one individual member speaks for the Committee unless specifically designated to do so.

c) **Annual Committee Work Plan**

The Committee shall develop a work plan which, amongst other things, will describe the activities in which the Committee will engage for the purpose of carrying out the Committee's responsibilities as set out in this Charter.

d) **Meeting Agenda**

Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with Committee members and the CEO.

e) **Committee Expectations and Information Needs**

The Committee shall communicate its expectations to the CEO and/or the Board with respect to the nature, timing and extent of its information needs. The Committee expects that all reasonably required and available information (including accepted Committee minutes) relating to each matter to be dealt with by the Committee at its meetings will be received from the CEO and/or the Board within a reasonable time frame in advance of each Committee meeting (e.g. 5 days).

f) Reliance on Experts

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be entitled to rely in good faith upon:

- i) any report or advice of an officer or employee of the OMA, if it is reasonable in the circumstances to rely on the report or advice; or
- ii) any report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by them.

g) Committee Self-Assessment

The Committee shall periodically review, discuss and assess its own performance, role, responsibilities and terms of reference as specified in the Charter.

- a) The Committee shall meet at least once annually, or more frequently as circumstances dictate. Meetings shall be held at the call of the Chair or upon the request of two (2) members of the Committee;
- b) to accommodate the planned and unplanned absences of the Committee Chair, the Vice-Chair of the committee shall be Chair;
- c) a quorum shall be a majority of the members;
- d) the staff lead to the Committee shall act as secretary of all meetings of the Committee; and
- e) a copy of the minutes of each meeting of the Committee shall be provided to each member of the Committee routinely and, when requested, to any Director of OMA in a timely fashion

h) Reporting and Regular Review

- a) The Committee will provide quarterly reports to the OMA Board and CEO.
- b) The Committee is reviewed regularly by the Board to ensure it is delivering on its Terms of Reference and the work of the committee is aligned with the organization's strategic goals and priorities.

4. Terms of Reference

I. Purpose

Continue the work initiated by the OMA Board Task Force on CMA Issues. This will involve maintaining a relationship with the CMA, developing joint projects

between the OMA and CMA, and engaging OMA members who sit on the CMA Board of Directors and CMA Committees.

II. Duties and Responsibilities

In particular, the Committee shall have the following duties and responsibilities:

- Maintain an ongoing relationship between the OMA and CMA;
- Examine and propose joint projects within areas of common interest;
- Prepare Ontario Delegates for participation in the CMA Annual General Meeting, the CMA General Council, and the CMA Heath Summit;
- As appropriate, work with the CMA to advocate for issues that affect doctors and patients and influence policy at both the Provincial and National levels;
- Monitor and provide oversight as it relates to the CMA-OMA Memorandum of Understanding; and
- Regularly meet with OMA and CMA leadership to collaborate on policy or priorities that affect both Associations.

5. Limitations on Committee's Duties

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be obliged only to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Nothing in this Charter is intended, or may be construed, to impose on any member of the Committee a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Board members are subject. The essence of the Committee's duties is to gain reasonable assurance (but not to ensure) that the nominating policies, procedures and practices of OMA (i) are being conducted effectively and in compliance with all applicable laws, statutes and regulations; (ii) are reasonable and appropriate in the circumstances given the nature of the organization and its strategy; and (iii) are sufficiently and accurately reported upon to the OMA Board. Furthermore, it is understood and accepted that only individuals authorized by the OMA can speak on behalf of Association. Additionally, no member of the Committee shall speak and/or communicate publicly on matters related to the Committee, including the work of the Committee. All media questions related to the Committee shall be directed to the CEO or his/her designate.