

ONTARIO MEDICAL ASSOCIATION

UNINSURED SERVICES COMMITTEE CHARTER

1. Composition

a) The Uninsured Services Committee (the “Committee”) of the Ontario Medical Association (“OMA”) is a CEO advisory committee reporting to the CEO with a ‘dotted line reporting responsibility’ to the OMA Board. The Committee shall be comprised of the following members approved by the Board:

- Four (4) physicians who are not OMA Board members, one (1) of whom will be the Chair

b) The following skill set is normally looked for in the selection of Committee members:

- The ideal candidates will have a minimum of five (5) years of experience in their field;
- Excellent verbal communication and decision-making skills;
- Demonstrated ability to work efficiently with a team;
- Previous experience in tariff-related matters is an asset (e.g. previous Tariff Chair for the Section, previous member of the Section’s Tariff Committee, member of the Section’s Executive, etc).

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 a member shall sit on the Committee shall be in accordance with the OMA Board Committee Appointment Policy, or a policy that replaces it.

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 and 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.

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 4 times 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) The Committee Chair shall be selected by the Committee;
- c) to accommodate the planned and unplanned absences of the Committee Chair, another member on the committee shall be Chair as decided by the members attending that meeting;
- d) a quorum shall be a majority of the members;
- e) the staff lead to the Committee shall act as secretary of all meetings of the Committee; and

- f) 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

4. Terms of Reference

I. Purpose

- To keep the Physician’s Guide to Uninsured Services (The “Guide”) and Schedule of Fees (The “Schedule”) under review and to make recommendations with respect to such revisions as might be warranted.
- To recommend fees for new or unlisted uninsured services.
- To provide advice to members pertaining to the Guide and the Schedule related to uninsured services.
- To study and make recommendations regarding all items referred by the Council and/or the Board of Directors.

II. Duties and Responsibilities

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

1. To research, study and act upon issues within the Committee’s mandate.
2. To keep the OMA Board of Directors informed of current and upcoming issues within the Committee’s mandate.
3. To make recommendations to the OMA Board of Directors with respect to issues within the Committee’s mandate.

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.

Approved January 2018 by OMA Board