

Health Policy Panel Charter

Purpose of this Health Policy Panel Charter

This charter:

1. Sets out the mandate of the panel
2. Outlines the composition of the panel
3. Outlines the required knowledge, skills, and leadership qualities
4. Outlines the specific duties and responsibilities of the panel
5. Outlines the operating principles and procedures
6. Reviews the reporting and communications process
7. Outlines the panel's right for information and independent advice

1. Mandate of the Health Policy Panel

Accountable to the OMA board of directors with regular reporting and updates to the CEO, the Governance and Nominating Committee (GNC) and the General Assembly Steering Committee (GASC), the Health Policy Panel provides advice to the association as it relates to its health policy agenda and oversees the development of recommendations to General Assembly selected priorities related to OMA health policy and professional issues.

2. Composition

The panel will be comprised of seven (7) members appointed by the OMA board of directors based on recommendations from the Nominations and Appointments Committee (NAC). The Nominations and Appointments Committee will support the panel's candidate recruitment and appointment process in accordance with the OMA Appointment Policy and Procedure or a policy that replaces it. Each member of the panel shall not be an employee of the OMA or a member of management. Individuals appointed to the panel must not be directors of the OMA or members of the GASC, GNC or NAC.

The panel will select its own chair and vice-chair from the panel composition above.

3. Knowledge, Skills, and Leadership Qualities

The following skill set is normally looked for in the selection of panel members:

Knowledge and skills

- Interest and experience in health policy and who enjoy abstract conceptual thinking

- Independent thinkers who enjoy vigorous debate bringing together evidence, opinion and practice experience
- Demonstrated ability to consider issues at a system level
- Knowledge and experience related to Equity, Diversity, and Inclusion

Leadership Qualities

- Ability to maintain professional, collaborative, and productive working relationships
- Committed to fostering a positive culture that is respectful, civil, and collaborative
- Respect for members, staff, and fellow panel members
- Commitment to sharing knowledge and experience for the benefit of the OMA
- Impartiality, objectivity, and open-mindedness
- Well-developed conflict resolution skills

It is not necessary for any one member of the panel to possess all of the skill set items. However, each skill set item (and parts thereof) should be present in the panel's composition

4. Health Policy Panel Responsibilities

a. Organization Advisory Function (accountable to the board via the CEO)

- Support the OMA in developing its policy agenda;
- Provide advice on emerging issues and ongoing policy issues;
- Review policies, submissions, backgrounders, and other materials in development;
- Support the identification/prioritization of issues and solutions; and
- Provide input into the OMA's strategic planning process as requested by the CEO

b. General Assembly Function (accountable to the board via GASC)

- Oversees assigned Priority and Leadership Group priorities and the development of a plan to address these priorities, and
- Ensures proposed approaches: 1) include involvement of members, 2) are not duplicating the work of other existing OMA committees, task forces, working groups, and 3) considers existing policy on the matter.
- Provide input into the OMA's strategic planning process as requested by the board and in alignment with the General Assembly charters and the OMA bylaws

c. Other Panel Functions

- Communicate with other committees and task forces as required
- Provide regular updates to relevant leadership groups including the OMA Board of Directors and the General Assembly

5. Operating Principles and Procedures

The Health Policy Panel shall fulfill its responsibilities within the context of the following principles and procedures:

a. Values

The panel will act in a manner that values the contribution of the staff and management of the OMA. It expects its members to operate in compliance with the OMA's Code of Conduct and Civility, Conflict of Interest policies, and other related policies and with all applicable laws and regulations governing OMA.

b. Annual Workplan

The panel develops and approves an annual workplan which, amongst other things, will describe the activities in which the panel will engage for the purpose of carrying out the responsibilities as set out in this charter. This workplan will be shared with the board, GNC, and GASC annually or as requested.

c. Meeting Agenda

Panel meeting agendas shall be the responsibility of the chair of the panel in consultation with management and committee members.

d. Panel Expectations and Information Needs

The panel expects that all reasonably required and available materials for regularly scheduled meetings will be received within a reasonable time frame in advance of each meeting (e.g. 5 days or as agreed to by the panel). Material timelines for ad hoc meetings will be determined jointly by the chair and staff on a case-by-case basis.

e. Self Assessment

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

f. Meeting Logistics

- i. All meetings shall be conducted in accordance with the Ontario Not-For-Profit Act (ONCA), the OMA bylaws, and on points not covered by the Act or by the bylaws, the latest edition of Nathan's Company Meetings: including Rules of Order by H.R. Nathan Q.C.
- ii. The panel shall meet at least three times a year, or more frequently as circumstances and workplan dictate. Meetings shall be held at the call of the chair or upon the request of two (2) members of the panel;
- iii. A quorum shall be a majority of the members;
- iv. OMA staff shall act as secretary of all meetings of the panel;
- v. In the absence of the chair and vice-chair, the panel members present shall appoint an acting chair;
- vi. A copy of the minutes of each meeting shall be provided to each member of the panel routinely and, when requested, to any member of the board, GNC or GASC in a timely fashion.

As part of the appointment and reappointment process, members will sign an attestation acknowledging their agreement and commitment to the panel's operating principles and procedures and other key OMA policies and procedures.

6. Reporting and Communications

The chair, and where warranted, other members of the panel, are expected to have direct, open and candid communications throughout the year with the GNC, GASC, the board, the CEO and other key advisors as applicable.

Reporting to the GNC and the GASC, the panel, through its chair, shall report after each meeting on key actions taken by the panel.

It is expected that the panel will report at least annually to the board (more frequently should the workplan require it), and regularly to members of the General Assembly. Members will be apprised of the work of the panel through board and operational updates and other opportunities like the Annual General Meeting as appropriate.

7. Information and Independent Advice

The panel can request access to relevant OMA information, documents, and records necessary to carry out its duties and responsibilities (except in camera records or restricted embargoed records), including reports from external counsel including a lawyer, accountant, consultant or any other advisor/professional.

In contributing to the panel fulfilling its duties under this charter, each member of the panel 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.