

Position Descriptions

2021 General Assembly Panel Appointments

This document contains detailed information about 21 available positions on the 3 OMA General Assembly Panels currently seeking new members.

- Issues and Policy Panel (7 positions)
- Advocacy Panel (7 positions)
- Compensation Panel (7 positions)

For general information about the role of the Panels in OMA governance, please also visit the [Governance Transformation](#) website.

Application deadline: Monday August 9 at 11:59pm

Submit your interest: [Panel Expression of Interest Form](#)

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1. Purpose and Role

Within the new OMA General Assembly Structure, these 3 panels will oversee the development of solutions-focused recommendations for consideration by the Board of Directors.

- **Issues and Policy Panel:** addressing OMA health policy and professional issues.
- **Advocacy Panel:** addressing communications and member relations
- **Compensation Panel:** addressing OMA compensation issues

Each panel will establish and oversee working groups to address member priorities. Specific priorities will be established by the Priority and Leadership Group at its inaugural meeting on September 29, 2021.

Based on the priorities identified by the Priority and Leadership Group and approved by the Board of Directors, panels will scope the work, critical milestones and timelines to be delivered by the working groups. This work is undertaken in partnership with the General Assembly Steering Committees, other panels, OMA committees and task forces working on similar content, external experts, and staff.

2. Available positions

Each panel is seeking 7 members. A total of 21 positions are available during this appointment period.

3. Terms

Each term lasts approximately 2 years and a member may sit on a panel for a maximum of 6 consecutive (must take a minimum 2 year break before being re-appointed) or 10 lifetime years. New terms will begin September 1, 2021 and conclude at the 2023 OMA AGM. Start and end dates will be tied to the OMA Elections period.

4. Eligibility

All panel positions are open to any OMA member who holds a current term in an elected or appointed constituency leader position. Eligible positions include delegates, but not alternates.

Interested applicants should also:

- Be an OMA member in good standing
- Not have a CPSO license that has been suspended or restricted due to a finding of professional misconduct
- Have the combination of technical, interpersonal, organizational and political skills and knowledge required by the Panel to complete its work successfully and efficiently.
- Have spent less than 6 consecutive (must take a minimum 2 year break before being re-appointed) or 10 lifetime years as a Panel member

Note: Members must maintain their status as a constituency leader in order to continue holding their position on a panel. For example, if a panel member's elected constituency position is up for election in the 2022 OMA Elections and they are not re-elected, they will cease to be eligible to hold a panel position.

5. Skills and Experience Required

All Panels:

- Experience on an oversight group like a board, panel, committee or similar body
- Experience establishing and managing working groups
- Experience informing organizational strategy
- Experience consulting with other bodies
- Understanding of project management principles and practices

Issues and Policy Panel:

- Knowledge of health policies and professional issues affecting OMA members

Advocacy Panel:

- Knowledge of general communications and member relations issues

Compensation Panel:

- Knowledge of general communications and member relations issues

6. Remuneration

Members are compensated for their time spent in meetings and for Panel work as required, according to the OMA's Financial Policy regarding physician leader honoraria. Currently this includes a \$122/hr honorarium plus reimbursement for necessary and related travel expenses such as transportation costs, travel time and accommodations. View the OMA's [Financial Policy resources](#) for more information.

7. Time commitments

Panels will meet quarterly or more frequently as circumstances dictate. Meetings will be scheduled during business hours (8:30am – 6pm) unless exceptions arise. Members may be required to review materials outside of meeting time.

Newly appointed panel members are encouraged to attend the first meeting of the Priority and Leadership Group on September 29, 2021 (1:00-5:00pm).

8. Evaluation Process

After the application period closes, Governance staff process applications and make initial recommendations to the Nominations and Appointments Committee (NAC). The NAC will make final appointment decisions.

The ideal combination of candidate skills, experience, personal style and other representative characteristics varies from vacancy to vacancy. Applicant submissions are evaluated against a predetermined skills matrix. Other selection factors may include diversification of Panel member demographics (e.g. clinical speciality, gender and practice location), the presence of specific technical skills (e.g. accounting or social media) and the cohesiveness of the Panel composition as a whole. All applications undergo the same evaluation process, regardless of a member's history with the Panel.

Members are encouraged to answer all questions as completely as possible, allowing staff to fairly assess your knowledge and skills.

9. Candidate Skills Matrix Sample

Members do not need to individually possess all the requirements listed below - these skills and experience should be held by panel members as a group.

Scoring: **0** = no experience, **1** = low, **2** = medium, **3** = high experience, **NR** = not rated (insufficient information)

KNOWLEDGE	Definition
Panel Role and Responsibilities	1. Understands the panel responsibilities and accountabilities. Has experience with, or knowledge of, similar structures, processes and best practice.
Stakeholder	2. Understands key stakeholders of the panel's work and their needs. Has experience directly engaging these stakeholder groups in a relevant capacity.
Technical	3. Experience and ability to think strategically by integrating or linking a range of internal and external factors impacting business environment and the members.
	4. Demonstrates aptitude for developing stakeholder relations and developing joint goals and initiatives.
COMMITMENT	Definition
Subject Matter	5. (<i>Issues and Policy Panel</i>) Demonstrates high degree of knowledge in key health policy and professional issues affecting OMA members.
	6. (<i>Advocacy Panel</i>) Demonstrates high degree of knowledge in communications and member engagement.
	7. (<i>Compensation Panel</i>) Demonstrates high degree of knowledge in OMA compensation issues.
OMA Values and Interests	8. Understands, supports and promotes the mission, vision, values and Code of Conduct. Demonstrates willingness to be a representative of the OMA, its policies and positions.

PERSONAL STYLE	Definition
Communication	9. Gives and receives information with clarity, attentiveness, understanding and perception.
Conflict Resolution	10. Works to ensure conflict is resolved respectfully and inclusively in order to maintain healthy relationships.
Growth Mindset	11. Invests time in learning about the organization, its people, challenges and opportunities and the industry in which OMA operates.
Leadership	12. Takes initiative in sharing ideas, making decisions and goal implementation. Assists others in engaging with a shared vision. Models the desired values and behaviours of their groups.
Team Player	13. Demonstrates willingness to work co-operatively in a team environment.

10. Expression of Interest Form Questions

- Why are you interested in being a member of this panel?
- Please describe your experience establishing and managing working groups.
- Please describe your experience informing organizational strategy.
- How do you building consensus during disagreements within a team setting? Please provide examples.
- Please provide an example of when you used evidence and best practices to assess a broad-based recommendation and what you factored into your analysis.
- Panels are responsible for framing the scope of work for working groups. What do you consider when setting achievable goals and outcomes?

11. Getting Started!

Are you a constituency leader and interested? If so, please complete the [Panel Expression of Interest Form](#) indicating your interest, skills, and knowledge. The application will include the upload of a recent Curriculum Vitae (CV) file.