

Chief Executive Officer
(April 25, 2022)
Position Description
APPROVED BY HRCC & GNC (May 2022)

Overview

Reporting to and working closely with the Ontario Medical Association (OMA) Board of Directors, the Chief Executive Officer's (CEO) mandate includes the strategic, financial, operational, and human capital leadership of the organization to ensure the success of the OMA's strategic plan while maintaining its long-term financial health and ensuring its sustainable operation.

The CEO's primary responsibility is to provide executive leadership of the OMA, and to facilitate the ongoing sustainable operations with the performance of the OMA staff. To that end, the CEO is responsible for the succession strategy of the executive leadership team to enable the development of staff to have the skills and competencies to deliver on the strategy.

The CEO is the lead change agent in times of transformation and/or modernization and plays a stewardship role in the measured growth of the OMA.

The CEO is responsible for driving the organizational strategy, building on the transformation/modernization of the OMA, and building the brand and its recognition internally and externally amongst stakeholders.

The OMA CEO will have accountability for its current subsidiaries, OMAI and OPSI and for the Ontario Medical Foundation. Other subsidiaries may be included as defined by the Board of Directors and in consultation with the CEO and then communicated broadly and clearly in writing to all stakeholders.

The CEO is responsible for the alignment of the OMA's strategic direction, goals, values, and mission within the Association's organizational governance model.

1. Working Relationships

The CEO is the most senior point of contact between the Board of Directors and the corporate operations and leads the strategic direction of the OMA with the Board of Directors. The CEO leads the development process and then implements the strategic plan.

The CEO is accountable for building key relationships with the officers of the board (president, president-elect, immediate past president, board chair) the board, key stakeholders in the provincial government, related ministries and agencies, and other related associations. The CEO is also accountable for communicating to the membership and stakeholders on OMA activities and operations.

2. Specific Responsibilities

The CEO shall manage the overall operations and resources of the association in accordance with all policies of the OMA, and direction received from the board.

The CEO shall be accountable for the following:

1. Working closely with the Board of Directors to develop and execute against the OMA's strategic direction and plan, showing visionary leadership, imagining the future of the OMA, and charting a path through and past the current transformation/modernization of the OMA.
2. Reviewing and regularly reporting to the board on the association's progress towards its strategic plan, operating and financial budgets, and all material deviations from them, and keep the Board promptly informed of any material changes, or emerging issues.
3. Authorizing the commitment of corporate resources, including contracts, transactions, and arrangements in the ordinary course of business, and any other projects within delegated limits (set by the Board) to pursue the approved strategy, providing details of exposure to risks to the Board on a regular and timely basis.
4. Managing the day-to-day operations of the OMA through the executive leadership team.
5. Entrenching and championing the vision, mission, and culture of the OMA's future. Ensuring organizational values and focus are met while allowing the OMA to be sufficiently agile to react to current events while continuing to serve the members.
6. Ensuring the needs of members are captured and considered in the OMA's strategy and delivery of plans through advocacy, negotiation, and the work of ongoing transformation.
7. Focusing on resiliency and ensuring the organization is structured and equipped with the appropriate talent.
8. Ensuring the attraction, development, and retention of the talent and maximizing engagement at all levels of the organization.
9. Intentionally maintaining a respectful, diverse, equitable, inclusive, and psychologically safe environment.
10. Creating and executing a succession plan that not only identifies the current requirements of the executive leadership team, but also considers the skills and competencies needed in the future. Identifying internal and external succession candidates and socialize the succession plan and candidates with the Board as appropriate.
11. As one of the OMA's key ambassadors, spokespersons, and community leaders, continuing to raise the profile of the organization, build the OMA Brand, and be a role model for excellence.
12. Playing a key role in managing relationships with key stakeholders to ensure the OMA's positions are heard and acted on. This may include mediation or conflict resolution between stakeholders.

The core competencies/behaviours of the CEO include:

- Demonstrating a preference for acting, mitigating risks, and initiating projects independently within their purview of achieving the agreed strategy.
- Recognize and intentionally align the agendas of key stakeholders using a keen sense of social diplomacy.
- Seeking the opportunity to influence others through impactful presence and expressing views persuasively with empathy and compassion.
- Being open-minded to innovation and new ideas as they are brought forward.
- Thinking expansively and demonstrating imaginative insight to identify breakthrough solutions while managing risk exposure.
- Committing to a progressive and professional work environment and being excited and passionate about one's contribution to the mission and strategy.
- Thriving in a complex environment
- Being curious and having a broad perspective to bring to problem solving.

The foregoing list of duties is not exhaustive, and the CEO may, in addition, perform other functions as may be necessary or appropriate in the circumstances, within the authority delegated by the board.