

2020 Update – April 14, 2020

ONTARIO MEDICAL ASSOCIATION

CEO Charter

1. General Responsibilities

The CEO's primary responsibility is to provide executive leadership of the Ontario Medical Association ("OMA"), and to facilitate the ongoing sustainable operations and highly effective performance of the OMA. As the top executive of the OMA, the CEO is responsible for the operational management of the OMA and its subsidiaries through their "Designated Senior Management" team and ultimately responsible for all managerial decisions and outcomes.

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 through the development and operationalizing of the strategic plan and as an active member of the Board.

The CEO is accountable for building key relationships with the President and President-Elect, key stakeholders in the provincial government, and related ministries and agencies. The CEO is also accountable for communicating to the membership and stakeholders on OMA activities and operations as appropriate.

The CEO is also the lead change agent in times of transformation and/or modernization of the OMA, and is responsible for the alignment of the OMA's strategic direction, goals, values, and mission with the Association's organizational architecture and governance model.

2. Specific Responsibilities

Without limiting the generality of the responsibility of the CEO as described in Section 1 above, the CEO shall **manage the overall operations and resources of the Association in accordance with all policies of the OMA, and the direction received by the Board.**

In so doing, the CEO shall be accountable for the following:

1. In conjunction with the Board, create and implement the OMA strategic plan and develop the appropriate mission, vision, values and goals which align with it ensuring a collective understanding across the Board, Council, Senior Management Team, and OMA staff around their roles and responsibilities in delivering on the strategic plan;

2. Formulate and recommend to the Board, the scope of business and program activities within which the OMA's mission, vision, values and objectives are to be achieved, maximizing both the Association's value to its Members and the long-term success and sustainability of the OMA;
3. Review and report regularly to the Board concerning the Association's progress towards its strategic plan, operating and financial budgets, and all material deviations from them, and identify any risks and develop mitigation plans;
4. Oversee the preparation and implementation of the annual capital, and operating budgets and plans that support the strategic plan with the Boards approval;
5. Ensure that appropriate financial, people, and infrastructure resources are in place to support the strategic and operational plans in the present and as the OMA grows;
6. Keep the Board fully informed of all significant operational, financial, and other matters relevant to the Association, including legal, regulatory, and governmental policy developments; and ensure the OMA's compliance with them;
7. Through direct reports, develop and execute operating programs and plans, maintain corporate and financial records and reports ensuring their accuracy and timely publication (where applicable);
8. As the Executive of the OMA ensure the needs of members are captured and considered in the OMA's delivery plan; including the role of advocacy, negotiations, and governance transformation;
9. Communicate and educate members, the government, and the public about the OMA, and promote the OMA to all relevant stakeholders through meaningful dialogue and/or thought leadership positions;
10. Represent the OMA at all times as the chief executive and advocate with interest groups internally and external to the OMA to support the priorities of the organization;
11. Authorize the commitment of corporate resources, including contracts, transactions and arrangements in the ordinary course of business, capital spending, and any other projects within delegated limits from the Board in order to pursue the approved strategies, business plans, and objectives of the Association, providing details of exposures and risks to the Board in a regular and timely basis;
12. Take reasonable steps to ensure that the Association's assets are adequately safeguarded and optimized in the best interests of the Association and its members;
13. Oversee a strategic human resources plan to attract, retain, develop, and engage key talent in a sound and effective organization structure with clear definition of accountabilities and responsibilities at all levels within the OMA; including staffing requirements, training and development, appropriate human resources and governance policies, effective and appropriate programs, and ensure alignment with the OMA's strategic plan;

14. Annually prepare and recommend to the Board, through the HRCC, a succession plan for both CEO and Senior Management and provide the members of the Board with exposure to the Designated Senior Management and other employees who have the potential to become members of Senior Management team and/or potential successors to the CEO or Designated Executives;
15. Advise the Board and/or the Chair of the HRCC of any changes in relevant staff, organization structure, policies, annual compensation budgets, and program introduction/design changes and work in consultation/collaboration with them to make any changes as appropriate;
16. Provide the HRCC and the Board with the CEO proposed performance objectives annually, and ensure they align with current issues, member needs, and the strategic plan, while also aligning the objectives of the Designated Senior Management team;
17. Through the HRCC, report to the Board on the results of any annual employee engagement survey;
18. Ensure that effective communications and appropriate relationships are maintained with the Council, members of the Association, and other stakeholders;
19. Take reasonable steps to ensure the safe, efficient operation of the Association and to ensure that all operations and activities of the Association are conducted in accordance with all laws, regulations, the Association's Code of Conduct, sound business practices, and the other policies and practices approved by the Board;
20. With the Board, ensure there are appropriate governance measures in place, and that all resources needed for the Board to operate effectively and efficiently are provided;
21. As needed, create short term Task Forces of OMA staff and members/non-members to assist on any matter related to the effective performance of the OMA and to inform and routinely report to the Board of their existence, activities and progress; and
22. Regularly inform and educate Board members regarding the businesses of the OMA.

The foregoing list of duties is not exhaustive, and the CEO may, in addition, perform such other functions as may be necessary or appropriate in the circumstances, within the authority delegated by the Board, for the performance of the CEO's responsibilities.