



## THE ONTARIO MEDICAL ASSOCIATION

# INDIVIDUAL COUNCIL DELEGATE JOB DESCRIPTION

**The primary duties of a Council Delegate of the Ontario Medical Association (“OMA”) is to attend OMA Council meetings on behalf of his/her constituent group. In that capacity, he/she will constructively engage with colleagues from across the province in meaningful contribution to issues that affect the profession (including those listed above) and then vote on those issues. Once elected/appointed as a Council Delegate, you will automatically assume the role of Health Care Advocate.**

### **Duties of the OMA Delegates**

OMA Delegate shall:

1. prepare for meetings and read in advance all of the materials provided to Council Delegates;
2. develop and maintain a reasonable knowledge of those segments of the businesses within which the OMA Council operates;
3. understand and respect the differences between the role of Council’s and the role of the OMA Board

### **Values and Commitment**

1. Represent the group that you have been elected by;
2. be demonstrably committed to the success of Council and advancing its role in the success of the OMA;
3. be demonstrably committed to honesty and integrity in carrying out responsibilities as a Council Delegate, and in the conduct of the Council’s affairs; and
4. accept accountability, jointly with the rest of the Council, for the performance of the Council.
5. Be willing to serve on Council Committees, CEO Advisory Committees and other Task Forces
6. For Delegates in office for greater than 2 years, be willing to serve as a mentor to new delegates (i.e. those in offices less than 2 years)

7. participate in an evaluation of the Council;
8. When given information identified as “confidential” in my role as Council Delegate, I agree that I will not disclose any of this information through any means, including social media during this meeting
9. Participate in policy discussions that affect the profession as a whole and take part in the following decisions:
  - The election from among the members of the Association of the five (5) Assembly Directors,
  - The election of the President-Elect,
  - The election of the Chair and Vice-Chair of Council
  - The election of members to the Council Governance and Steering Committee
  - Decisions that affect members in their professional capacity,
  - Approves a Framework Agreement,
  - Appoint the auditor of the Association.

### **Time commitment**

All Council Delegates will be reimbursed according to the OMA Financial Policy for attending OMA Council meetings. Time commitments will include attending the Spring Annual Meeting of Council and the Policy session (2.5 days); plus attending the Fall Meeting of Council (2.5 days); time required to read meeting materials; meet with constituency groups to prepare for Council and participate in electronic communications to discussion matters related to Council in between formal meetings of Council. Following Council, Delegates will be encouraged to report back to their respective constituent members on published decisions made at the Council meeting.

Delegates must make best effort to attend in person 100% of the regularly scheduled meetings of the Council (usually May and November) and special Council meetings. If unable to attend in person, the Delegate must inform the OMA to ensure that an alternate is appointed to attend the Council meeting, where applicable; always arrive on time; and always remain in person at Council meetings until the meeting’s end.