



## General Assembly Working Groups Charter

### **Purpose of this General Assembly Working Groups Charter**

This OMA General Assembly Working Groups Charter:

1. Outlines the role of the General Assembly Working Groups
2. Defines the structure of General Assembly Working Groups

### **1. Role of the General Assembly Working Groups**

The majority of General Assembly activity will be concentrated within Working Groups. Working Group recommendations will be reviewed by the Panels prior to being sent to the Board of Directors. Working Group members will:

- Contribute consistently and meaningfully to the work of the General Assembly
- Support the advisory function of the General Assembly
- Constructively engage with fellow General Assembly Working Group members, Panel members, the General Assembly Delegate Body, and Constituency Group Elected Leaders as required to fulfill their mandate

Working Groups will work closely with OMA staff to:

- Develop Working Group goals and action plans according to the mandate and time frames assigned by the Panel
- Determine the stages of the project at which the Constituency Groups and relevant parties will be consulted
- Prepare policy positions and recommendations that ensure adequate input from constituencies and that are based on available evidence and best practices
- Review information, data sources, and methodology and receive regular updates on the progress of research activities
- Provide guidance/direction to consultants/staff and as needed
- Define metrics that will demonstrate the degree to which the issue has been successfully addressed
- Ensure no overlap with any work already being undertaken
- Meet on a regular basis as needed

### **2. Structure of Working Groups**

- Working Groups are convened as required by the Panels

- Working Groups benefit from the presence of experienced physicians who may be subject matter experts, along with a diverse group of members who have an interest in or curiosity about the subject of the Working Group. Not all Working Group members need to be established experts
- The size of Working Groups is determined by the Panels, and will not exceed 7 people
- Any member in good standing with the OMA may apply for Working Group appointments
- The OMA's Nominations and Appointments Committee supports the Working Group candidate recruitment and appointments process
- Members of the Working Group elect their Chair and Vice-Chair
- When priority issues transcend more than one Panel, Bi-Panel Working Groups are established to generate recommendations
- Bi-Panel Working Groups advance their recommendations to dual Panels for review and acceptance
- There will be no duplication of OMA Committees. OMA Committee/Task Force work that falls within the mandates of the Panels and the priorities set by the General Assembly Delegate Body may be transitioned to Working Groups of the General Assembly