

ONTARIO MEDICAL ASSOCIATION

HEALTH POLICY COMMITTEE CHARTER

1. Composition

- a) The Health Policy Committee (the “Committee”) of the Ontario Medical Association (“OMA”) is a CEO advisory committee reporting to the CEO with a ‘dotted line reporting responsibility’ to the OMA Board. The Committee shall be comprised of the following members approved by the Board:
- Six physicians who are not board members, and will be supported by the Director, Health Policy and Promotion.
 - HPC members will be appointed to external health policy-related working groups as they become available.
- b) The following skill set is normally looked for in the selection of Committee members:
- Members who have an interest in health policy, and who enjoy abstract conceptual thinking.
 - Independent thinkers who enjoy vigorous debate bringing together evidence, opinion and practice experience.
 - Excellent team work and decision-making skills.
 - The successful candidate will be a practicing physician who can balance their own experience and practice interests against the implications for the system.
 - Formal training in policy or health administration is an asset but by no means required.
- c) The term a member shall sit on the Committee shall be in accordance with the OMA Board Committee Appointment Policy, or a policy that replaces it.

It is not necessary for any one member of the Committee to possess all of the skills. However, each skill should be present in the Committee’s composition.

2. Operating Principles and Procedures

The Committee shall fulfill its responsibilities within the context of the following principles and procedures:

a) Committee Values

The Committee will act in a manner that values the contribution of the staff and Management of the OMA. It expects its Committee members and its nominees for election or appointment by the Board to operate in compliance with the OMA’s Code of Conduct and policies and with all applicable laws and regulations governing OMA.

b) Communications

The Chair and members of the Committee expect to have direct, open and frank communications throughout the year with the CEO, the Board, and other key Committee advisors as applicable.

c) Annual Committee Work Plan

The Committee shall develop a work plan which, amongst other things, will describe the activities in which the Committee will engage for the purpose of carrying out the Committee's responsibilities as set out in this Charter.

d) Meeting Agenda

Committee meeting agendas shall be the responsibility of the Chair of the Committee in consultation with Committee members and the CEO.

e) Committee Expectations and Information Needs

The Committee shall communicate its expectations to the CEO and/or the Board with respect to the nature, timing and extent of its information needs. The Committee expects that all reasonably required and available information (including accepted Committee minutes) relating to each matter to be dealt with by the Committee at its meetings will be received from the CEO and/or the Board within a reasonable time frame in advance of each Committee meeting (e.g. 5 days).

f) Reliance on Experts

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be entitled to rely in good faith upon:

- i) any report or advice of an officer or employee of the OMA, if it is reasonable in the circumstances to rely on the report or advice; or
- ii) any report of a lawyer, accountant, engineer, appraiser or other person whose profession lends credibility to a statement made by them.

g) Committee Self Assessment

The Committee shall periodically review, discuss and assess its own performance, role, responsibilities and terms of reference as specified in the Charter.

- a) The Committee shall meet at least six times annually, or more frequently as circumstances dictate. Meetings shall be held at the call of the Chair or upon the request of two (2) members of the Committee;
- b) The Committee Chair shall be selected by the Committee;
- c) to accommodate the planned and unplanned absences of the Committee Chair, another member on the committee shall be Chair as decided by the members attending that meeting;

- d) a quorum shall be a majority of the members;
- e) the staff lead to the Committee shall act as secretary of all meetings of the Committee; and
- f) a copy of the minutes of each meeting of the Committee shall be provided to each member of the Committee routinely and, when requested, to any Director of OMA in a timely fashion.

4. Terms of Reference

I. Purpose

The Committee shall ensure effective oversight of the OMA's health policy work.

II. Duties and Responsibilities

In particular, the Committee shall have the following duties and responsibilities:

- a) Support the OMA in developing its policy agenda.
- b) Monitor progress in achieving the OMA's health policy goals, share and advise on emerging issues, support in the identification/prioritization of issues, provide insight on, and receive reports on work that is not specifically referenced in the plan.
- c) Recommend to the Board mid-year changes to health policy agenda, if any.
- d) Review policies, submissions, backgrounders, and other materials intended to go to the Board (or other identified approval mechanism) to ensure that they are ready for discussion and/or decision. This will include ensuring that the approximate member input and involvement is sought during the policy development process
- e) Communicate with other committees and task forces as required.

5. Limitations on Committee's Duties

In contributing to the Committee's discharging of its duties under this Charter, each member of the Committee shall be obliged only to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Nothing in this Charter is intended, or may be construed, to impose on any member of the Committee a standard of care or diligence that is in any way more onerous or extensive than the standard to which all Board members are subject. The essence of the Committee's duties is to gain reasonable assurance (but not to ensure) that the nominating policies, procedures and practices of OMA (i) are being conducted effectively and in compliance with all applicable laws, statutes and regulations; (ii) are reasonable and appropriate in the circumstances given the nature of the organization and its strategy; and (iii) are sufficiently and accurately reported upon to the OMA Board.

Approved by OMA Board on December 12, 2018