

Ontario Medical Group Management Association Executive Committee Member Job Description

Mission

The Ontario Medical Group Management Association (OMGMA) helps its members thrive in the business of providing quality health care by offering a combination of continuing education, the latest information and resources, and peer networking. For more information, please visit the OMGMA website at omgma.ca

Duties and responsibilities of the Executive Committee

According to the bylaws of the OMGMA, the Executive Committee may, by majority vote:

- (a) Conduct the operation of the Association.
- (b) Receive and review monthly financial reports.
- (c) Authorize and approve for payment appropriate Association expenses, considering the approved annual budget.

Term and commitment

Executive Committee members will be elected by the voting members at the Annual Meeting and shall serve a two-year term, with the option of accepting a subsequent term(s) of office should there be difficulty finding a successor for that office.

Executive Committee members should expect to spend three to five hours per month on OMGMA business, in addition to attendance at occasional (once every one or two years) in-person Executive meetings and OMGMA member events.

Executive Committee Member Agreement

Each member of the Executive Committee must sign and adhere to the Ontario Medical Group Management Association Executive Committee Member Agreement, which outlines an Executive member's responsibilities to OMGMA and what he or she can expect from OMGMA in return.

Overview of the Executive Committee's role

The Executive Committee supports the work of OMGMA and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Association Manager, the Executive-Manager relationship is a partnership, and the appropriate involvement of the Executive is both critical and expected.

Key elements of the Executive Committee's role include:

PURPOSE/ PROGRESS: determining what needs the association wishes to address, and how and when to address them

CONTINUITY: making sure that there are enough financial and human resources in place to guarantee the existence and success of the association

Specific responsibilities of the Executive Committee

- Work in good faith with OMGMA's Association Manager and other Executive Committee members as partners toward achievement of the association's goals.
- Contribute to establishing the strategic direction, plan, and activities for OMGMA and develop measures to evaluate the effectiveness of those activities.
- Monitor the performance of the Executive Committee and the association overall in achieving OMGMA's mission.
- Help develop new and review existing policies for the effective management of the association.
- Serve as a trusted advisor to the Association Manager.
- Contribute to an annual performance evaluation of the Association Manager.
- Review the agenda, meeting minutes, and other supporting material before each Executive Committee meeting.
- Attend Executive Committee meetings in person or via conference call.
- Serve on committees and/or take on special assignments.
- Assist the Association Manager and Executive Committee President in identifying and recruiting other Executive members, ensuring a diverse Executive that reflects the communities OMGMA serves.
- Assist with developing a leadership succession plan.
- Provide fiscal oversight: review OMGMA financial reports and annual budgets (prepared by the Treasurer) and present them to the membership for ratification at the annual general meeting.
- Be informed of, and meet, fiduciary and legal responsibilities; monitor and manage risk.
- Ensure there are proper internal controls within the association.
- Represent OMGMA to stakeholders; act as an ambassador for the association.
- Participate in any way that is helpful to the advancement of the association.

Qualifications

This is an extraordinary opportunity for an OMGMA member in good standing who is passionate about OMGMA's mission. A record of serving on and/or interacting with Boards of Directors is helpful but not a requirement.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of OMGMA's members and mission.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the professional lives of OMGMA's members.

Note: service on OMGMA's Executive Committee is without remuneration, except for administrative support and travel costs in relation to Executive Committee duties.