

Vancouver Physician Staff Association

Projects Committee

TERMS OF REFERENCE

ROLE & OBJECTIVES

The roles and objectives of the **Vancouver Physician Staff Association (VPSA) Projects Committee** include the following:

- Develop the process and criteria for annual project selection, with the support of the Project Manager
- Review and discuss project applications and select projects for funding
- Provide ongoing leadership and support to the Project Manager and any physician or other medical staff leading particular projects
- Develop a budget to support its mandate (both for the committee's own expenses and for the funds allocated to projects) for consideration and approval by the VPSA Board
- Maintain accountability to the VPSA Board of Directors

MEMBERSHIP

The Board approves the Terms of Reference for the Projects Committee, including the method for establishing committee membership and composition as well as delegated duties and responsibilities.

Participants: Maximum of nine Physician Members (ideally between 5 and 9).

Term: Minimum 1 year. Expectation is 2 – 3 years. Maximum 3 years (subject to review).

The membership term and renewal process will be reassessed annually by the Committee Chair and members to balance experience and diversity.

MEMBER SELECTION: The Projects Committee member selection process for VPSA funded members consists of a call for expressions of interest from all eligible VPSA Members, broadly distributed through VPSA and relevant VCH communications vehicles, followed by screening and selection by a joint, collaborative selection committee with representation from the VPSA Board of Directors.

Staff Support: VPSA Project Manager and/or VPSA Administrative Assistant.

Committee Chair may invite ad hoc guests to discuss matters related to a specific topic as needed or required.

CHAIR

The Chair will serve as the official spokesperson of the Projects Committee and will provide leadership to the Committee while ensuring cohesion of direction and purpose. The Chair will facilitate orderly meetings, establish, in advance, meeting schedules and agendas and be responsible for the oversight of the committee.

The chair will be elected annually by the members of the Project Committee. Maximum term for a chair is 2 years.

MEETINGS

- Frequency** The Projects Committee will meet usually monthly in (September- December) for 2 hours. With ad hoc meetings, as needed.
- Location** The meetings will take place either face to face or via teleconference as approved by the committee.
- Minutes** Minutes will be prepared by and will be kept electronically by a designated member or staff hired by the VPSA. Minutes are to be distributed to each member of the committee for review and approval in advance of the next meeting.
- Quorum** Quorum will be achieved by a minimum of 3 Committee members.
- Decisions** The committee shall strive for consensus (i.e. “you can live with the decision/idea”) when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to the Board of Directors.
- If the committee cannot reach a consensus decision on any matter, the decision is approved by simple majority (50%+1) rules with quorum present and noted as such for the Board of Directors. The Board of Directors has the final approval on all matters.
- Reporting** The committee shall report to the Board of Directors of the Association all decisions in a timely manner by means of the minutes of the meeting or other means as approved by the VPSA board. VPSA Support Staff to facilitate.
- Conflicts** All members are required to agree to the VPSA Conflict of Interest Policy. Any committee member who has a real or apparent connection to a project application is

required to excuse himself/herself from the review/discussion/voting process for that particular application.

FUNDING

Member Expenses and Compensation

The cost of participation on the committee will be paid from the funds provided by the VPSA. Standard SSC sessional rates will apply. With prior committee approval, additional work done by members outside of meetings up to ten hours total per project, will be compensated at sessional rate. Compensation beyond 10 hours requires approval by the committee.

The chair of the committee will be compensated for up to 3 hours for preparation time per meeting they lead.

CONFIDENTIALITY

On occasion, the committee may possess documentation or information of a confidential nature. Such information shall not be disclosed to any person(s) other than the members of the committee without consultation with and agreement of the committee. The information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

EXPECTATIONS

The Project Committee members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the VPSA members to the health authority.

A committee member who does not uphold their responsibilities or misses 3 meetings during a period of 12 months without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, the final decision will be made by a vote of the members of the committee.

Effective date: Oct 12 2021

Approved by: VPSA Board

Review date: _____

Date approved: _____



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