

VPSA Selection Committee

Terms of Reference

Approved July 20, 2021

Purpose:

Reporting to the VPSA Board, VPSA Selection Committee is established to review expressions of interest, conduct a selection process, and recommend candidates for VPSA committees, task and working groups.

Role of the Selection Committee:

- Assess applicants and nominees based on applicable criteria and/or requirements

Membership:

- VPSA Board Representative (1-2) (may alternate among executive members)
- *VCH Representative (1) (may alternate):
 - Medical Lead and/or other representative from the SLT
- VPSA Committee/Task Group Chair (1)
 - From the Committee or Task Group for which a selection process is being conducted
- VPSA Member-at-Large (1-2)
 - Physicians with DEI training and/or experience preferred

*A VCH Representative are only included as committee members in cases where a selection process in question is for a **joint** VPSA-VCH Committee (e.g. VA/VC Physician Wellness Steering Committee).

CHAIR

The VPSA Selection Committee will be Chaired by one of the VPSA Physicians on the committee. The chair role will rotate every meeting with each member expected to serve as chair at some point. The Chairs will facilitate orderly meetings, establish, in advance, a meeting schedule and agendas and will be responsible for the oversight of the committee.

Decision-making

The VPSA Selection Committee will make decisions by consensus. Final approval for resources allocated to the committee VPSA board.

MEETINGS

Frequency The Selection Committee will meet as needed in response to vacancies.

Location The meetings will take place either face to face or via teleconference as approved by the committee.

Secretariat VPSA staff will organize the meetings, distribute the agenda and meeting materials in advance of each meeting and provide a summary to members after each meeting.

Quorum Quorum will be achieved by a minimum of 3

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 VPSA Board.

If the committee cannot reach a consensus decision on any matter, the decision is approved by simple majority (50%+1) rules with quorum present.

Reporting The VPSA Board representative shall report after each meeting to the VPSA Board of Directors all decisions and or recommendations of the VPSA Selection Committee in a timely manner by means of the minutes of the meeting or other means as approved by the VPSA board.

FUNDING

Member Expenses The cost of physicians participating on the Selection Committee will be paid from the funds held by the VPSA. Standard sessional rates will apply, and standard expense claim policies will be provided. The chairs of the committee will be compensated for up to 3 hours for preparation time per meeting they lead. Additional work outside of the committee meetings will be paid to members with prior approval of the committee.

CONFIDENTIALITY

The VPSA Selection Committee members may possess confidential documentation or participate in confidential discussions. Unless consultation and a written agreement is made on the part of the Selection Committee, this information will not be disclosed to anyone other than the members of the Selection Committee. The information shall be stored with reasonable security measures appropriate to its sensitivity or potential harm.

**CONFLICT OF
INTEREST**

VPSA Selection Committee members will disclose any matters that may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as a Selection Committee member. Members must act in a manner that will prevent conflicts of interest from arising and will recuse themselves from voting when conflicts arise that cannot be effectively and appropriately managed.

EXPECTATIONS

Selection Committee members are expected to meaningfully participate in meetings and in its various activities as necessary. 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 to resign from the Forum. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

Effective date: July 20 2021

Approved by: VPSA Executive

Review date: _____

Date approved: July 20 2021