

## **VPSA Leaders Forum**

### **Terms of Reference**

**Approved July 20, 2021**

#### **Purpose:**

1. Enhance the work of existing task groups and committees
2. Increase collaboration between existing task groups and committees (find synergies and efficiencies)

#### **Role of the Leaders Forum**

1. Provide a forum for task groups and committees to share updates on their activities
2. Create a venue for collaboration, ideas sharing and communication between VPSA initiatives

#### **Membership:**

- One VPSA Physician representative from each VPSA and VPSA/VCH Committee/Task Group
- VPSA Project Manager
- VPSA Director of Operations
- VPSA President and/or President-Elect\*
- VCH Representatives (ex officio)
  - Executive Director, Physician Engagement and Contract Strategies
  - Senior Medical Director
- SSC Engagement Partner

\*Members of the VPSA Executive not specified above are invited to attend the Leaders Forum

#### **CHAIR**

The VPSA Leaders Forum will be Chaired by one of the VPSA Physician task group/committee representatives. 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 resolution of outstanding items arising during the meeting that they chaired.

## Decision-making

The VPSA Leaders Forum decisions will mostly focus on improving collaboration between VPSA Committees and Task Groups. The VPSA Leaders Forum will make decisions by consensus with final approval for all decisions requiring VPSA Board approval.

## MEETINGS

- Frequency** The Leaders Forum will meet usually quarterly for 2 hours.
- 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 5 and a VPSA Physician Representatives
- 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 President or President Elect shall report quarterly to the VPSA Board of Directors all decisions and or recommendations of the VPSA Leaders Forum 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 steering 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 Leaders Forum members may possess confidential documentation or participate in confidential discussions. Unless consultation and a written agreement is made on the part of the Leaders Forum, this information will not be disclosed to anyone other than the members of the Leaders Forum. The information shall be stored with reasonable security measures appropriate to its sensitivity or potential harm.

**CONFLICT OF  
INTEREST**

VPSA Leaders Forum members will disclose any matters that may constitute a direct or indirect conflict of interest between personal or professional activities and responsibilities as a Leaders Forum 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**

VPSA Leaders Forum 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