

**Vancouver Physician Staff Association**  
**Community Building and Wellness Task Group**

**TERMS OF REFERENCE**

**ROLE & OBJECTIVES**

The **Community Building and Wellness Task Group**, accountable to the VPSA Board of Directors:

- Organizes/oversees/plans/measures effectiveness of wellness, community building, engagement and networking activities for the VPSA as a whole\* including Lunches, Wellness Speakers, Commensality events, etc .
  - \*Department and Division specific activities would generally fall under the purview of the VA/VC Physician Wellness Steering Committee
- Develop a budget to support its mandate for consideration and approval by the VPSA Board
- Organizes VMDAS funded Family Friendly and Individual Wellness Activities (ie Yoga, Movie Night)
- Collaborates with VA/VC Wellness Steering Committee on other initiatives

**MEMBERSHIP**

The Board approves the Terms of Reference for the Community Building and Wellness Task Group, 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. No maximum (subject to review).

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

**MEMBER SELECTION:** As needed, the Committee member selection process consists of a call for expressions of interest from all eligible VPSA Members, broadly distributed through VPSA and relevant

VCH communications vehicles, followed by a screening and selection by a joint, collaborative selection committee with representation from VPSA Board of Directors.

**Staff Support:** VPSA Initiative 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 committee as a whole will ensure cohesion of direction and purpose. The Chair 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.

## **MEETINGS**

**Frequency** The Community Building and Wellness Task Group will meet usually monthly for 2 hours.

**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** Simple majority whereby attendance of more than half of the total voting members constitutes quorum.

**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 monthly 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.

## **FUNDING**

### Member Expenses and Compensation

The cost of participation on the task group will be paid from the funds provided by the Vancouver Physician Staff Association. Standard SSC sessional rates will apply. With prior task group 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 2 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 and the information shall be stored with reasonable security measures relative to the sensitivity or potential harm.

## **EXPECTATIONS**

The Community Building and Wellness Task Group members are expected to meaningfully participate in meetings and to represent and advocate on behalf of the Vancouver Physician Staff Association members to the health authority.

A committee member who does not uphold their responsibilities or misses 6 meetings during a period of 12 months without a reasonable explanation will be asked by the Chair to resign from the task group. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

**Effective date:** Sept 7 2021

Approved by: VPSA Board

**Amended date:** Sept 25 2024

**Amended:** May 27 2025

Review date: \_\_\_\_\_

Date approved: \_\_\_\_\_



Vancouver Physician Staff Association