



Physician Health and Wellness Committee Terms of Reference

Name of Group: Physician Health and Wellness Committee

Type of Committee: Operational Committee

Purpose: To provide high-level guidance to the CEO for the continuing development, operation and evaluation of the Doctors Manitoba Physician Health and Wellness Program.

Deliverables and Responsibilities:

1. Fulfill deliverables from Board/CEO Mandate Letter

Outputs and Outcomes:

1. Physician's voices are incorporated into health and wellness programming in Manitoba.
2. Improved access to physician health and wellness programming and initiatives throughout the province.
3. Regular written deliverable progress reports are submitted when requested by the CEO.

Time Frame/Schedule:

- Support for Affinity Project from fall 2019 – fall 2022
- Development of an evaluation framework of physician health and wellness programs completed in 2019/20.
- Physician Health and Wellness website is fully integrated into Doctors Manitoba website in 2019/20.

Authority/Accountability: As a designated operational Committee, the Committee reports directly to the CEO. Reporting includes submission of meeting minutes, an annual report summarizing the achievements related to the goals and objectives and any other reports as requested by the CEO.

Decision-Making: The Committee will utilize the Robert's Rules of Order to conduct regular business. In order for deliverables to be completed within the defined time frame, the Committee is encouraged to make operational recommendations to the CEO. The CEO retains all final decision-making authority. There must be quorum of the Committee (50% + 1) in order to vote on recommendations for the CEO.

Scope or Jurisdiction: The Committee provides high-level support to the CEO to assist her in the implementation of the organization's strategic plan. Direct management of the Doctors Manitoba physician health and wellness programs and staff is beyond the scope of the Committee and the responsibility of the CEO.



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Committee Representation/Inclusion Statement: The Committee will aim to be as representative of the Manitoba physician population as possible. The Committee will strive to meet the following inclusion targets:

- Gender balance
- Rural, Northern and Urban
- Student, Resident, Specialist, Family Practice, University Based and CPSM
- Diverse ethnicities

The Committee will have no fewer than 6 members and no more than 10 members.

The CEO will be an ex-officio member of the Committee with voting rights.

The CEO will work with the Committee chair to recruit new members as needed.

The CEO will appoint a Doctors Manitoba staff person to support the work of the Committee.

Term Limits:

Each member of the Committee will be eligible to serve three, two-year terms.

Chair and Vice-Chair terms will be two years each.

Committee members will need to be away from the Committee for at least one year before reapplying to become a member.

Member Roles and Responsibilities:

The chair will be selected by the CEO. The Vice-chair will be selected by the Committee via a vote.

Committee members will be selected by the CEO in consultation with the Chair.

Chair: The role of the Chair is to ensure that the Committee fulfills its obligations as outlined in the terms of reference and at all times adheres to the Doctors Manitoba Committee Code of Conduct. The Chair is responsible for calling meetings, creating meeting agendas (in collaboration with Doctors Manitoba staff) and ensuring that meetings run efficiently according to Robert's Rules of Order.

Vice- Chair: The role of the Vice-chair is to act as the Chair's designate and assume Chair responsibilities when the Chair is unable to do so.

Meetings and records/documentation:

Meeting Frequency:

The Committee will meet up to 6 times within a 12-month period.



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Meeting Duration:

Meetings will be no more than 2 hours in duration.

Meeting Documentation:

Minutes will be prepared by the Doctors Manitoba staff person present at meetings.

The Chair will review minutes prior to dissemination to the Committee. Minutes will be distributed to the Committee in draft form no more than two weeks following the meeting date. Minutes must be approved at the meeting following that in which they were taken.

A record of minutes will be centrally filed at Doctors Manitoba.

Resources and Budget: The Committee is not responsible for nor has access to a designated budget. Doctors Manitoba will support the Committee by providing a meal for any meetings that occur over the lunch or dinner period. Doctors Manitoba will provide staff support to the Committee for preparation of agendas, minutes and CEO reports. All members of Doctors Manitoba committees will be compensated in accordance with the Honouraria Policy.

Enabling or Constraining Factors: The mandate of the Committee may change dependent on the Doctor's Manitoba strategic plan or an emergent issue as determined by the CEO.

Next Review Date: The terms of reference will be reviewed annually in September.