

## **NOAMA Board Follow-Up Recommended Process**

|                |             |                    |
|----------------|-------------|--------------------|
| Last approved: | NOAMA Board | September 20, 2022 |
|----------------|-------------|--------------------|

### **1. Background**

The Northern Ontario Academic Medicine Association (NOAMA) Board regularly meets to discuss and strategize the operations outlined in the NOAMA AFP.

### **2. Purpose**

The purpose of this document is to outline, and make readily available the follow-up to actions items occur during the NOAMA Board meetings.

### **3. Procedures**

- a) NOAMA Administration will distribute the DRAFT minutes shortly after the Board meeting with a summary of action items in the body of the email.
- b) NOAMA Administration will be tasked with communicating a follow up to action items in preparation for upcoming meetings. This reminder will be distributed to only those who were responsible for action items and will be distributed ~ 4 weeks in advance of the next scheduled meeting.
- c) NOAMA Administration will be tasked with communicating a reminder follow up to action items in preparation for upcoming meetings. This reminder will be distributed to only those who were responsible for action items and will be distributed ~ 2 weeks in advance of the next scheduled meeting.

### **4. Objectives**

The above process is to ensure NOAMA maintains momentum on issues between meetings and make action items readily available to Board members.

**DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT**

| <b>Version</b> | <b>Date</b> | <b>Authors/Comments</b> |
|----------------|-------------|-------------------------|
| <b>1.0</b>     | 2022.09.20  | Original policy         |
|                |             |                         |
|                |             |                         |
|                |             |                         |
|                |             |                         |
|                |             |                         |
|                |             |                         |
|                |             |                         |