

## NOAMA Board Follow-Up Recommended Process

Last approved:	NOAMA Board	December 17, 2024
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### 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

This document outlines the follow-up process for action items from NOAMA Board meetings, ensuring they are tracked and readily accessible.

### 3. Procedures

#### a) Distribution of Draft Minutes and Action Items

Within two weeks of the Board meeting, NOAMA Administration will distribute the DRAFT minutes, including a summary of action items in the body of the email.

#### b) Follow-Up on Action Items

Approximately two weeks before the next meeting, NOAMA Administration will send a final reminder to the responsible members to ensure all action items are addressed.

### 4. Objectives

The above process ensures that NOAMA maintains momentum on key issues between meetings and that action items are readily available to board members for timely follow-up.

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT		
Version	Date	Authors/Comments
1.0	2022.09.20	Original policy
2.0	2024.12.17	Update procedures to current practice