
AFP Innovation Fund Sub-Committee Terms of Reference

Approved by: NOAMA Board of Directors
Date: July 26, 2016

Mandate

- 1) To formulate recommendations to the NOAMA Board of Directors regarding approval of AFP Innovation Fund Proposals.
- 2) Recommend appropriate policies and procedures to the NOAMA Board of Directors in support of the appropriate and effective local process regarding AFP Innovation Funds.
- 3) Prepare AFP Innovation Fund annual reports in the form of recommendations to the NOAMA Board of Directors.

Membership

- 1) Three appointees from the Physician Clinical Teachers Association (PCTA).
- 2) One appointee from the Northern Ontario School of Medicine (NOSM) (Associate Dean of Research. or designee).
- 3) One appointee who collectively represents Sudbury Regional Hospital and the Thunder Bay Regional Health Sciences Centre.
- 4) One appointee who represents all other northern hospitals with which NOSM has an affiliation agreement.
- 5) Co-Chair of NOAMA Board of Directors or designate.
- 6) Up to two additional members when required with expertise (ethics, evaluation, etc) endorsed by NOAMA Board of Directors.

Membership on the sub-committee will be for a maximum three-year term with no more than 50% of the membership changing in any given year. The sub-committee will take into consideration the term of each Hospital representative so that their terms do not simultaneously change in any given year.

If there are no suitable candidates to fill a vacant position, a Committee member who has reached his/her maximum term can continue to serve, if recommended by the NOAMA Board.

Meeting Schedule

At the call of the Chair, a minimum of one meeting aligned to the Provincial *Call for Proposals*. Meetings will be scheduled to coincide with timely submission of recommendations to the Board of Directors. An additional meeting will be scheduled to facilitate annual reviews. Meetings will normally be held by teleconference.

Assumption

The sub-committee is not a separate voting group, but rather an efficient grouping of stakeholders, which formulates consensus-based recommendations to the Board of Directors.

Chair

The Chair of this sub-committee shall be selected from the sitting committee members. The appointment of Chair of the AFP Innovation Fund Sub-Committee shall be for a two-year term, renewable.

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