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## **LEG Lead and Administrators Meeting Planning Committee Terms of Reference**

**Approved by:** NOAMA Board of Directors

**Date:** December 19, 2023

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### **Background:**

The annual LEG meeting is an opportunity for LEG leads and administrators to achieve three broad goals:

- 1) to learn from one another about initiatives being developed by LEGs so that other LEGs might participate in them, or adapt them for their own context;
- 2) to develop a collegial community between LEG leads and administrators through conversation and social time, and;
- 3) to ensure that the work of the LEGs is informed by NOSM U's academic mandate and direction overall.

It is also an opportunity for University leadership to meet and develop relationships with local education leaders who deliver on much of NOSM U's teaching mandate. Further, it is an opportunity for NOAMA board to provide updates to the LEG leads and have discussions and respond to questions about NOAMA initiatives.

### **Mandate**

The LEG Lead and Administrators Meeting Planning Committee shall:

- 1) Strategize the subjects and contents of the LEG Lead and Administrators meeting held annually.
- 2) Select presenters who will educate on the topics chosen by the committee.
- 3) Work closely with the Continuing Education and Professional Development (CEPD) Office to meet all the objectives for accreditation (if contracted).
- 4) Review and evaluate the event for future planning purposes.

### **Responsibilities of Committee Members**

- 1) To carry out its mandate in the interests of the NOAMA Board.
- 2) To coordinate (plan, develop, implement) an Agenda that has an impact on LEGs across Northern Ontario
- 3) To develop a theme for the conference to help inform session and speaker planning.
- 4) To ensure that the goals of the sessions align to the purpose of the meeting overall.
- 5) To attend all Committee meetings as called. Meetings will be held by teleconference.
- 6) To provide a post-meeting evaluation to the NOAMA Board.

## **Membership**

Recommended membership of the working group shall include, but is not limited to, the following:

- Appointee(s) from the PCTA
- Appointee(s) from Northern Ontario School of Medicine University (NOSM U)
- Appointee(s) from the Northern Teaching Hospitals Council
- LEG Lead(s)
- LEG Administrator(s)

*Planning Committees MUST include active members of the College of Family Physicians of Canada and The Royal College of Physicians and Surgeons of Canada if Mainpro-M1 credit and MOC Section 1 credit are being sought.*

## **Chair**

The Chair of this Committee shall be selected from the sitting committee members.

## **Meeting Schedule**

Meetings will be scheduled at the call of the Chair and will be held virtually. The planning process normally occurs 3-4 months prior to the scheduled LEG Lead Meeting.

## **Assumption**

The working group is not a separate voting group but rather an efficient grouping of stakeholders, which formulates consensus-based recommendations to the NOAMA and PCTA Boards.

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| <b>Version</b> | <b>Date</b> | <b>Authors/Comments</b>               |
|----------------|-------------|---------------------------------------|
| 1.0            | 2022 01 25  | Original ToR                          |
| 2.0            | 2022 12 22  |                                       |
| 3.0            | 2023 12 19  | Added background and responsibilities |
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