

NOAMA AFP DISTRIBUTION WORKING GROUP

Terms of Reference

OBJECTIVES

The Distribution Working Group is established by the NOAMA Board of Directors to analyze and propose recommendations for a sustainable distribution model which includes newly acquired financial resources, realignment of current financial resources, and use of deferred revenue or unrestricted net assets.

The primary objective is to ensure equitable distribution of resources among faculty members who are actively engaged in delivering on NOSM University's academic mandate while optimizing operational efficiency. The NOAMA AFP funding should be distributed in a way that supports faculty in their work, aligned to the academic mandate of NOSM University.

The Distribution Working Group is committed to fulfilling its responsibilities with integrity, professionalism, and accountability to the AFP signatories.

SCOPE OF WORK

- Evaluate existing distribution practices and identify areas for improvement.
- Understand the principles for which funding has been achieved through negotiations and align the distribution options to negotiations.
- Analyze various distribution models and their suitability within NOAMA's ability to support scholarly activity relating to NOSM U's academic mandate.
- Develop recommendations for a sustainable distribution model that aligns with NOAMA and NOSM's academic deliverables.
- Review requested funding proposals submitted to NOAMA which could have a financial impact on AFP distributions.
- Deliberate on principles guiding distribution decisions, ensuring fairness and transparency and support for work in alignment with the academic work of the school. Assess the impact of proposed distribution models on faculty members, considering their needs and contributions.
- Collaborate with NOAMA AFP signatories to gather input and insights.

RESPONSIBILITIES

1. Receive research and analysis on distribution methodologies and best practices to ensure financial accountability of the funding model.
2. Work in conjunction with NOAMA F&A to present findings and recommendations to the Board for consideration.
3. Review and provide feedback on proposals related to distribution.
4. Engage in constructive dialogue to make recommendations to the Board to refine the principles guiding distribution decisions.
5. Consider the long-term sustainability and scalability of proposed distribution options.
6. Uphold confidentiality and discretion in handling sensitive information related to distribution matters.

MEMBERSHIP

1. Membership of the working group shall include the following:
 - a) Three appointees from PCTA
 - b) One appointee from the NOSM University (NOSM U)
 - c) One appointee from the Northern Hospitals
 - d) Executive Director of NOAMA (Ex-Officio)

Appointees should represent diverse expertise and perspectives relevant to distribution matters including the academic mandate of NOSM U.

Chair Term

1. The Chair of the Committee shall be selected from among the committee members.
2. The Chair will serve a one-year term, commencing from the date of appointment.
3. At the end of the one-year term, the Chair is eligible for reappointment, subject to the committee's approval.
4. The Chair is responsible for leading committee meetings, setting agendas in collaboration with members, and ensuring that the committee fulfills its responsibilities as outlined in this Terms of Reference

MEETING SCHEDULE

Meetings will be scheduled at the call of the Chair and will take place virtually.

CONFIDENTIALITY

Committee members shall maintain strict confidentiality regarding sensitive information discussed during meetings.

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| Version | Date | Authors/Comments |
|---------|------------|--|
| 1.0 | 2021.01.19 | Original ToR |
| 2.0 | 2022.10.18 | Various language updates |
| 3.0 | 2024.02.27 | Various language updates (enhanced responsibilities) |
| 4.0 | 2024.03.26 | Captures distribution language |
| 5.0 | 2024.12.17 | Added Chair Language |
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