



# Medical Group Management Association of Canada

## Executive Committee Member Job Description

### Duty of the Executive Committee

The Officers and Members-at-Large shall make up the Executive of the Association. During their term of office, they shall have control and management of the affairs of the Association and take responsibility for planning the annual conference.

### Term and commitment

Executive Committee members will be elected by the voting members at the Annual Meeting.

The term of office for the President, Vice-President, Immediate Past President, Secretary and Treasurer shall be for a period of two years or until their successors have been elected and qualified. Members-at-Large may be invited to join the Executive for a one-year term. All positions have the option of accepting a subsequent term(s) of office should there be difficulty finding a successor for that office.

Executive Committee members should expect to spend an average of three to four hours per month on MGMAC business. (The commitment may be greater in the month before the conference.)

### Executive Committee Member Agreement

Each member of the Executive Committee must sign and adhere to the MGMAC Executive Committee Member Agreement, which outlines an Executive member's responsibilities to MGMAC and what he or she can expect from MGMAC in return.

### Overview of the Executive Committee's role

The Executive Committee supports the work of MGMAC and provides leadership and strategic governance. While day-to-day operations are led by the Association Manager, the Executive-Manager relationship is a partnership, and the appropriate involvement of the Executive is both critical and expected.

Key elements of the Executive Committee's role include:

**PURPOSE/ PROGRESS:** determining what needs the association wishes to address, and how and when to address them

**CONTINUITY:** making sure that there are enough financial and human resources in place to guarantee the existence and success of the association

### **Specific responsibilities of the Executive Committee**

- Work in good faith with MGMAC's Association Manager and other Executive Committee members as partners toward achievement of the association's goals.
- Contribute to establishing the direction, plan, and activities for MGMAC and develop measures to evaluate the effectiveness of those activities.
- Oversee the planning and execution of the annual conference
- Help develop new and review existing policies for the effective management of the association.
- Serve as a trusted advisor to the Association Manager.
- Contribute to the annual goal setting and contract negotiation of the Association Manager.
- Review the agenda, meeting minutes, and other supporting material before each Executive Committee meeting.
- Attend Executive Committee meetings via conference call.
- Assist the Association Manager and other Executive Committee members in identifying and recruiting other Executive members, ensuring a diverse Executive that reflects the communities MGMAC serves.
- Provide fiscal oversight: review MGMAC financial reports and annual budgets (prepared by the Treasurer) and present them to the membership for ratification at the annual general meeting.
- Be informed of, and meet, fiduciary and legal responsibilities; monitor and manage risk.
- Ensure there are proper internal controls within the association.
- Represent MGMAC to stakeholders; act as an ambassador for the association.
- Participate in any way that is helpful to the advancement of the association.

### **Qualifications**

Ideal candidates will have the following qualifications:

- A commitment to and understanding of MGMAC's members and purpose.
- Be a member in good standing with the MGMAC.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and building consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the professional lives of MGMAC's members.

Note: service on MGMAC's Executive Committee is without remuneration.

## **Duties of the Officers of MGMAC**

### **The President will:**

- Be the chief elected officer of MGMAC.
- Preside at meetings of the organization including Executive Committee meetings and the annual meeting of the members.
- Determine the agenda for all Executive Committee meetings and annual meetings, in collaboration with the Association Manager.
- Act as chief counsel to the association manager.
- Lead the Executive Committee in the annual goal setting and contract negotiation of the Association Manager.
- Be the spokesperson for the Executive Committee (e.g., delivering a welcome address at the annual conference).
- Serve as Chairperson of the Organizing Committee and have overall responsibility for the annual conference. (The President may designate another Active Member as Chairperson of the Organizing Committee who will report directly to the President.)

### **The Vice President will:**

- Function as the chief elected officer in-training.
- Assume the responsibilities of the President in his or her absence.
- Begin to formulate plans for his or her own term as President.

### **The Treasurer will:**

- Collect and record financial data for MGMAC.
- Handle financial transactions.
- Act as a source of financial information for the association.
- Inform the Executive Committee of the financial performance of MGMAC.
- Anticipate MGMAC's future financial needs to carry out its mission.
- Inform the membership of financial results and present a report at the annual meeting.
- Assist in the development of financial policies and procedures.

### **The Secretary will:**

- Record and prepare minutes of meetings of the organization including Executive Committee meetings and the annual meeting of the members.