

# Welcome! Who's here today?

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Introduce yourself in Chat!

- Name
- Where you live
- Specialty/area of practice
- Years in practice



# Doctors of BC Governance Webinar Series

## What Have I Gotten Myself Into?!: Roles and Responsibilities in Your MSA (FESC)

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MARCH 3<sup>RD</sup>, 2022

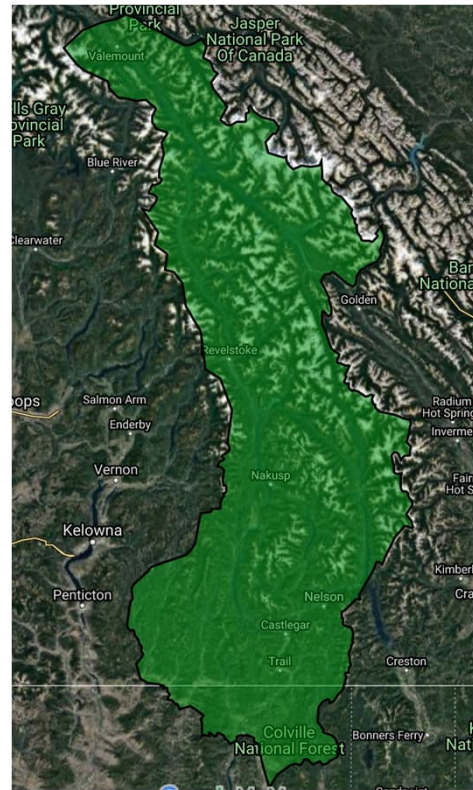
THIS WEBINAR IS BEING RECORDED



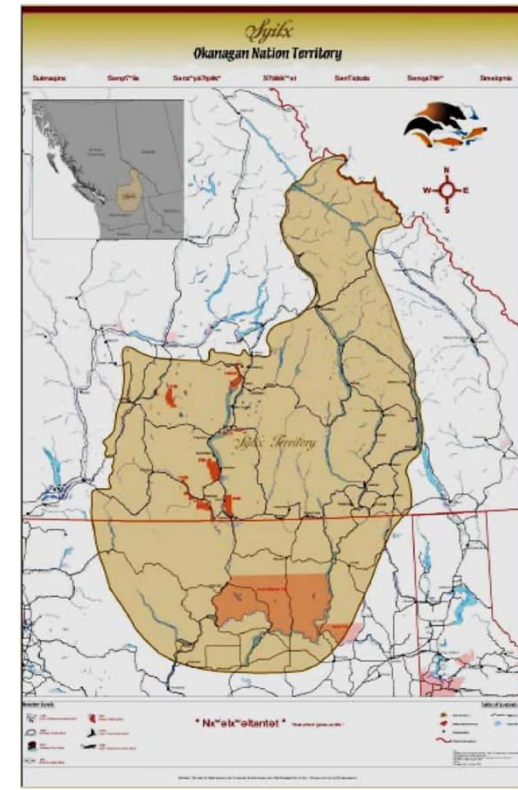
## Nelson, BC



Ktunaxa



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Syilx Okanagan

# Who We Are

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Host/Trainer: Alison Sayers, MA



Producer/Trainer: Nichola Manning, MPA

NM CONSULTING INC.

Tech Support: Britt Poulsen



## What Have I Gotten Myself Into?!: Roles and Responsibilities in Your FESC MSA

### During the webinar:

All participants are muted to ensure there is no competing background noise.

The chat function has been disabled.

Please use the Q&A for any questions or comments.  
If needed, you can come off mute to clarify.

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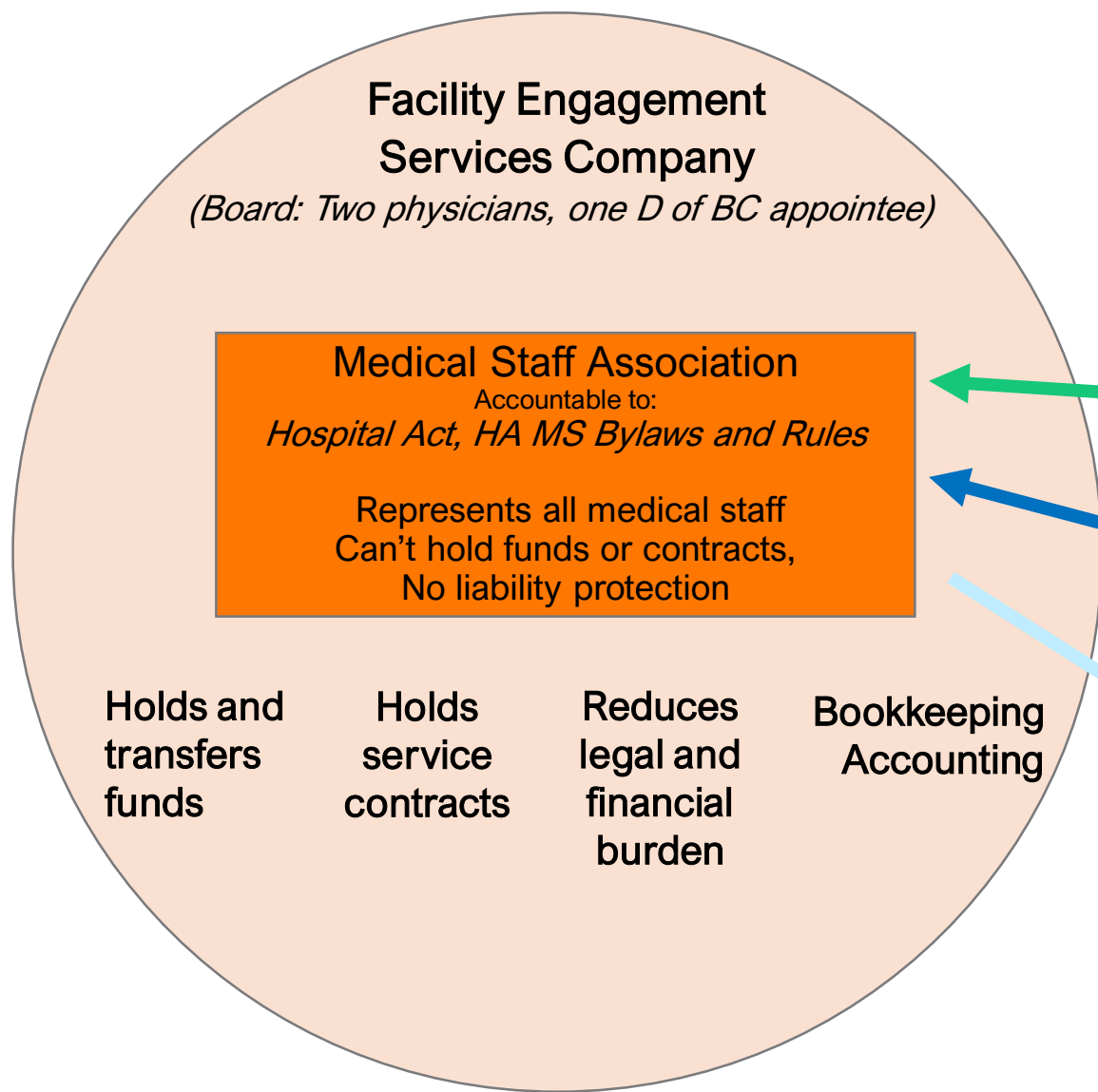
The webinar is being recorded and will be released in the days after the session.



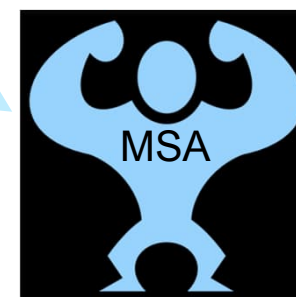
# Poll: In which region do you work?

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- a. Provincial Health Services
- b. First Nations Health
- c. Vancouver Coastal Health
- d. Vancouver Island Health
- e. Northern Health
- f. Interior Health
- g. Fraser Health



## Legal Framework: MSAs (FESC)



# Role in Facility Engagement: MSA vs. HA

## MSA

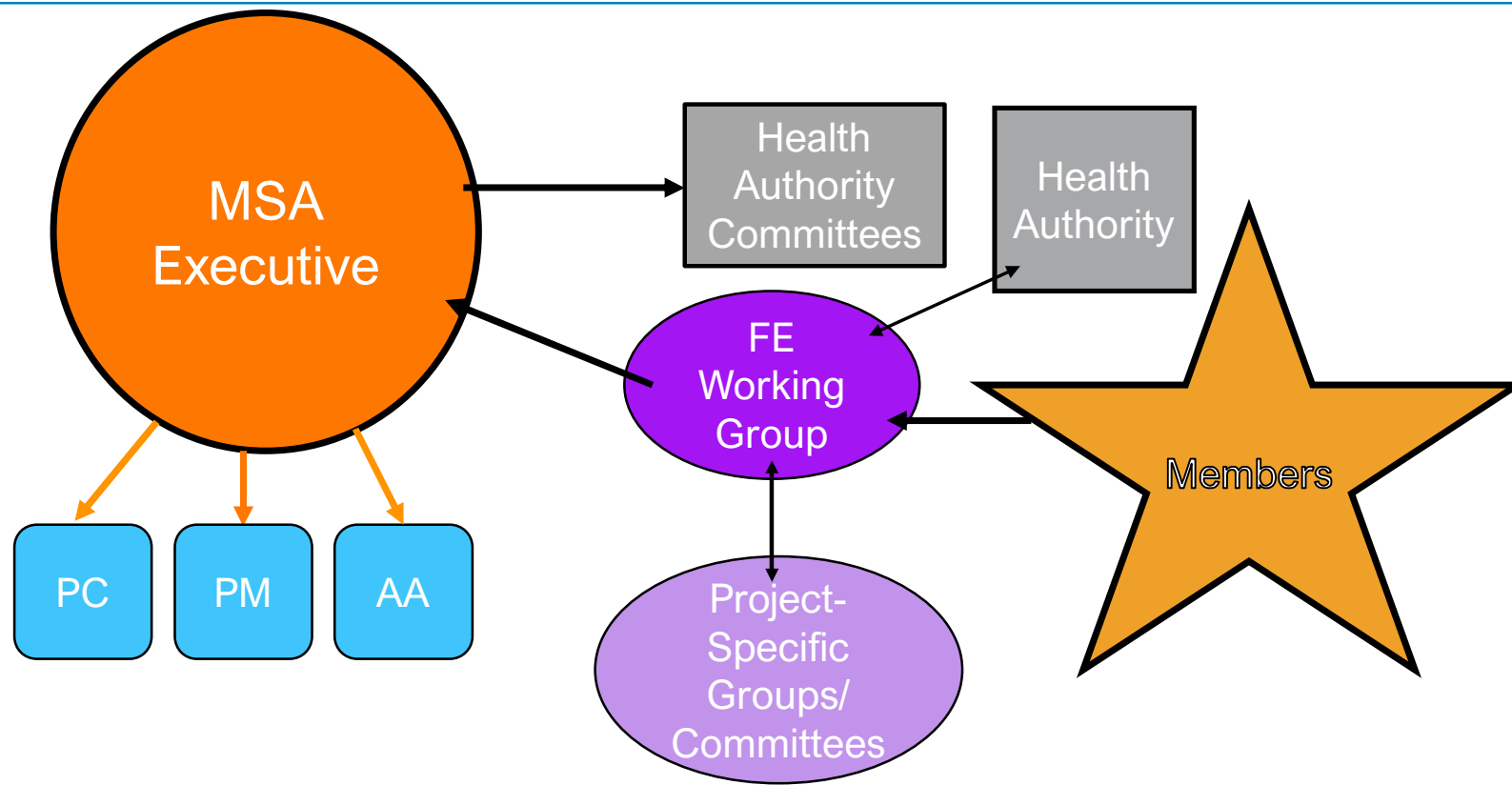
- Manage FE funds
- Consult with membership
- Generate ideas
- Represent member interests
- Consult with HA
- Make final decisions for projects

## Health Authority

- Support engagement
- Invite contribution to HA plans
- Prioritize medical staff wellbeing and patient care
- Provide information and advice
- Support physician leadership training
- Provide ideas for projects



# Key Roles in Your FESC MSA



# Why Is Role Clarity Important?

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# Roles and Responsibilities: Executive As a Whole

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# MSA Key Fiduciary Responsibilities

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- Financial stewardship
- Budgets
- Record keeping and reporting requirements
- Funding terms and conditions
- Conflict of Interest



# Roles and Responsibilities: Executive

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- Be prepared for meetings
- Familiarity with MSA and FEI
- Collaboration & compromise
- Set mission, vision and strategy
- Speak “organizational voice”



# Roles and Responsibilities: Executive

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## PRESIDENT

- ✓ Establish tone/culture
- ✓ Chair meetings, AGMs
- ✓ Manage staff
- ✓ Spokesperson, representative
- ✓ Mentor
- ✓ Facilitate good communication



# Poll: Filling the President's Position

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Scenario: Elections have passed and no one stepped up to run for President. Which of the following is the best way to handle this?

- a. Leave the position open and have your lead staff chair meetings
- b. Share the Chair/President duties amongst two or three Executive members
- c. The Executive should appoint someone to hold the position
- d. The previous President must remain in the position
- e. It depends on your bylaws

# Roles and Responsibilities: Executive

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## VICE PRESIDENT

- ✓ Assist President/Chair
- ✓ Assume President/Chair role
- ✓ Successor to President/Chair
- ✓ Lead strategic planning, evaluation, succession planning
- ✓ Chair important subcommittees





# Roles and Responsibilities: Executive

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## SECRETARY-TREASURER

- ✓ Record keeping
- ✓ Minutes
- ✓ Correspondence
- ✓ Quorum
- ✓ Calendar



- ✓ Financial oversight and management
- ✓ Financial reports and reporting
- ✓ Collection of dues (if applicable)

# Roles and Responsibilities: Executive

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## PAST PRESIDENT

- ✓ Continuity
- ✓ Succession Planning
- ✓ Recruitment
- ✓ Support to President
- ✓ Mentorship
- ✓ Historical context
- ✓ Non-voting, advisor



# Q & A

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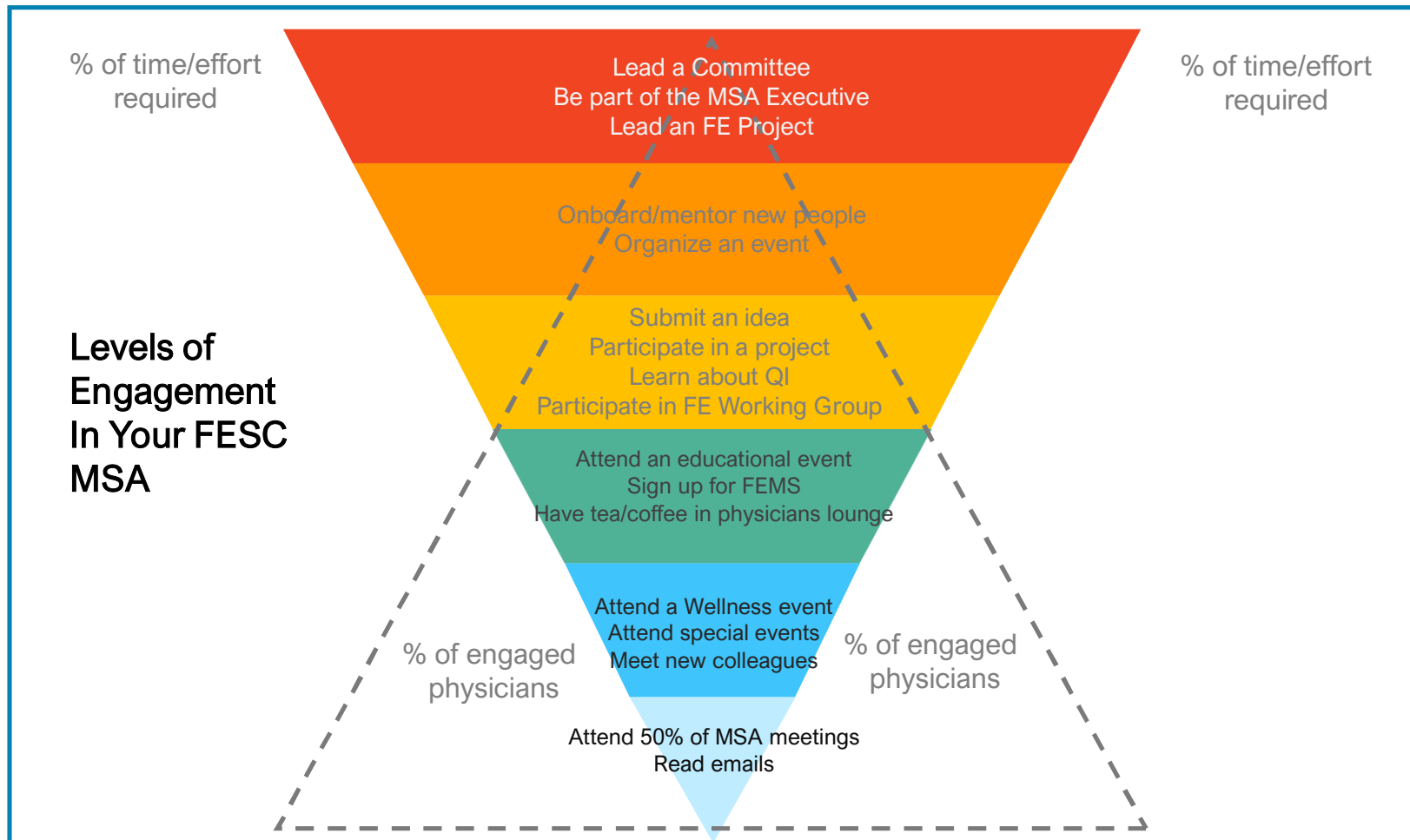
# Poll: Member Engagement

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Who carries the primary responsibility for engaging the members of your MSA who don't sit on the Executive or get involved in the FE Working Group or projects committees?

- a. Executive
- b. Staff
- c. Committees
- d. FE Working Group
- e. All of the above
- f. It depends on your MSA and how it's structured

# Engaging Your Members



# Engaging With HA Site Leaders

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MSA  
Executive

Represent MSA at site HA leadership meetings,  
joint committees; build 1:1 relationships

FE Project Staff

Attend meetings,  
Communicate with admin  
support staff

HA Site Leaders

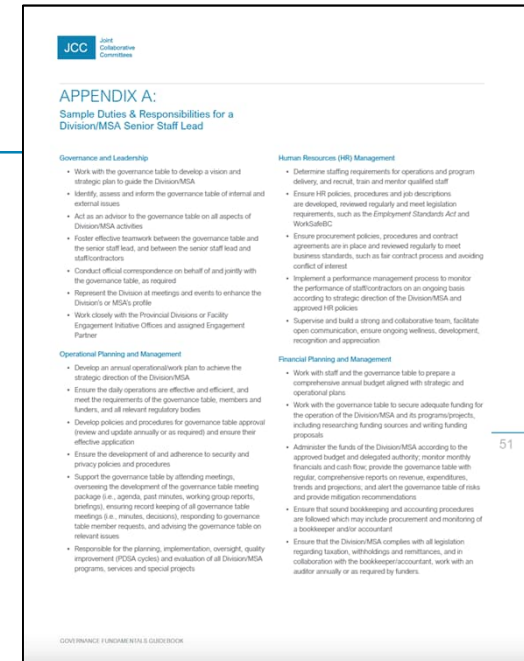
Build 1:1 relationships,  
Committees

# Roles and Responsibilities: FE Project Staff



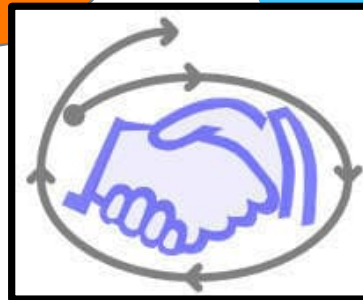
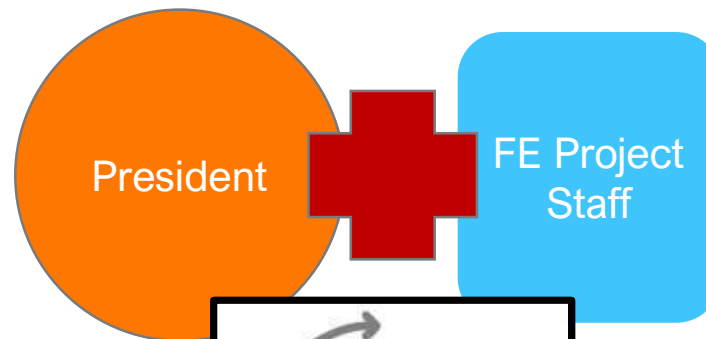
Administration and Operations

- Advise
- Draft official correspondence
- Develop annual work plan, policies, procedures



# Key MSA Relationship

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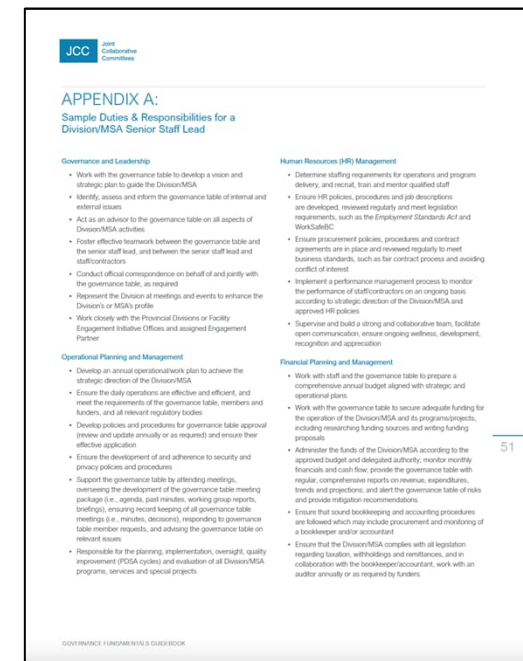
# Q & A

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# Writing a Great Job Description

- Short, engaging overview
- Involve current staff
- 5-7 key job functions
- Oversight
- Diversity, Equity, and Inclusion
- Avoid jargon



# Doctors of BC Facility Engagement Staff

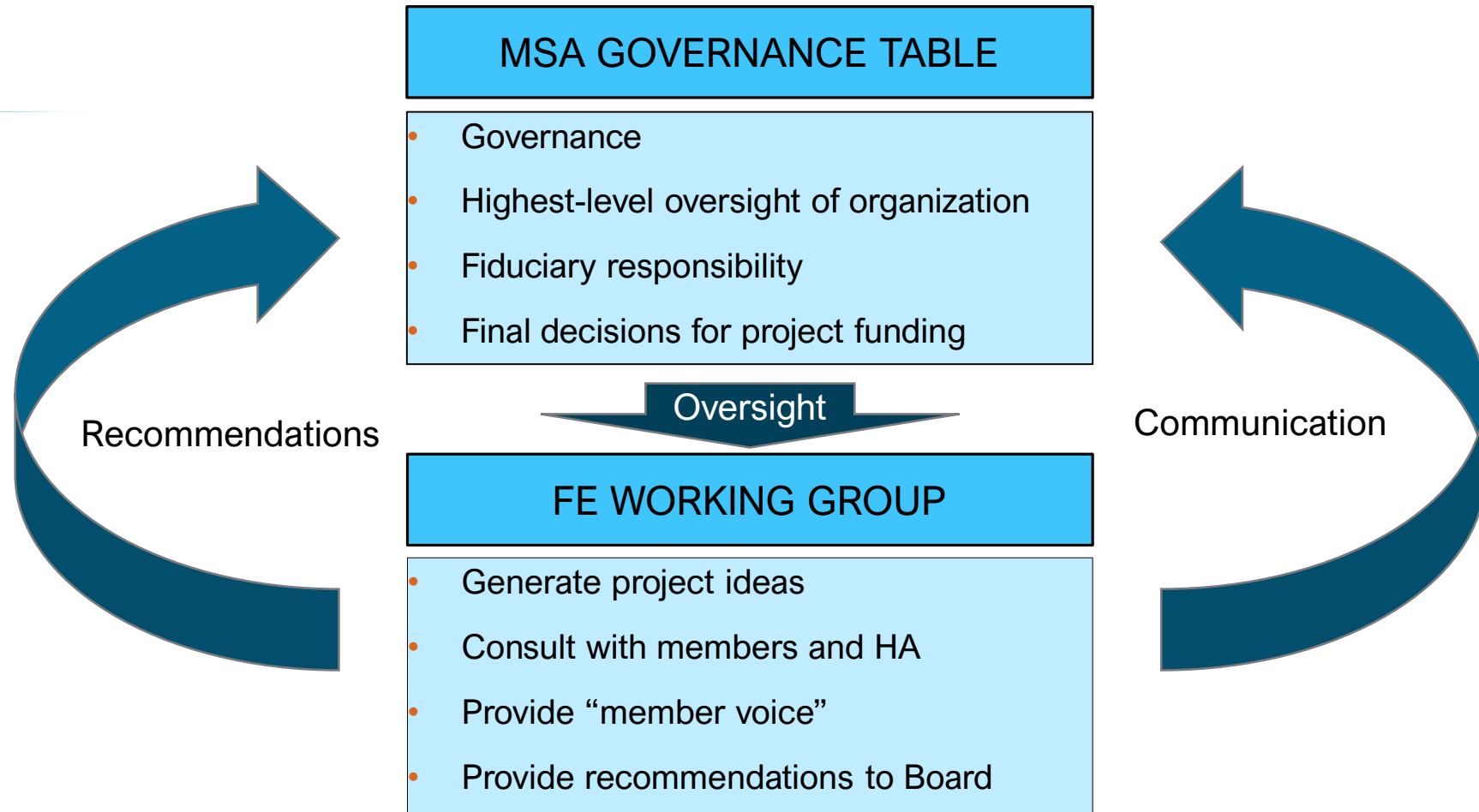
## ENGAGEMENT PARTNERS

- Neutral - work with physicians and HA leaders
- Identify/explore opportunities for work on shared priorities
- Support:
  - Capacity building
  - Knowledge sharing
  - Acute & community care integration
  - Meaningful consultation & collaboration structures/process

## REGIONAL ADVISOR & ADVOCATE

- Provide strategic advocacy advice to physicians
- Advocate for physicians
- Inform physicians about:
  - Doctors of BC initiatives
  - Issues of importance to profession
- Connect physicians to D of BC:
  - Services
  - Programs
  - Benefits

# Executive vs. Working Group



# Terms of Reference: FE Working Group



## SSC FACILITY ENGAGEMENT [INSERT NAME OF PHYSICIAN SOCIETY] WORKING GROUP TERMS OF REFERENCE

### MANDATE

The XXXX Working Group is a committee of the [INSERT PHYSICIAN SOCIETY NAME] Board of Directors that will engage [XXX MEDICAL STAFF] and advise the Board of Directors of [INSERT NAME OF PHYSICIAN SOCIETY] on matters of importance to medical staff, their patients, and the health authority.

The intention of the Memorandum of Understanding on Regional and Local Engagement (MOU) is to strengthen the relationships and engagement between medical staff and health authority leadership. To support this, the Working Group is tasked with finding ways to:

- Ensure views are more effectively represented.
- Contribute to the development and achievement of health authority plans and initiatives on matters directly affecting medical staff.
- Prioritize issues affecting medical staff and patient care.
- Have meaningful interaction with health authority leaders including but not limited to physicians in formal health authority medical leadership roles

### OBJECTIVES AND RESPONSIBILITIES

The Working Group will make recommendations to the Board of Directors on matters that include, but are not limited to:

- Creating a work plan and a budget for the allocation of funds.
- Identifying possible projects and initiatives that meet the objectives of the MOU.
- Consulting with representatives of the medical staff as necessary in the completion of the mandate.
- Consulting and engaging with health authority leaders on regional and local issues as defined in the MOU.
- Engaging with the provincial Facility Engagement evaluation team, as required.
- Other matters that may be referred to it by the Board of Directors.

### MEMBERSHIP

The Working Group is intended to be representative of the medical staff and will comprise the following:  
[INSERT AS REQUIRED FOR SITE PARTICULARS]

- X representatives of departments/divisions/medical staff.
- X of directors of the society (recommend at least one; preferably two or more).
- X of medical staff (when necessary, shall include nonphysicians).

Working Group terms are for 1 year with a maximum of 3 consecutive terms.

The Working Group may invite ad hoc guests to discuss matters related to a specific topic as needed or required.

An SSC Initiative

- Purpose, Objectives
- Time frame
- Membership
- Role of the Chair
- Authority, Responsibilities
- Accountability
- Meetings



### APPENDIX A: Sample Duties & Responsibilities for a Division/MSA Senior Staff Lead

#### Communications/Media and Stakeholder Relations

- Communicate and engage with members, stakeholders and the broader community and hospital, as appropriate, to ensure information sharing and capacity building
- Establish or build positive working relationships and collaborative initiatives, where appropriate and aligned with the Division/MSA's strategic direction, with the Ministry of Health, Health Authority, Hospital, General Practice Services Committee, Specialists, Specialist Services Committee, other Division/MSAs, other health care providers and community organizations interested in improving health care
- Oversee and facilitate event planning, related promotion and follow up communications

#### Risk Management

- Identify and evaluate the risks to the governance table, members, staff, contractors, property, finances, goodwill and image, and implement measures to control risks
- Ensure that appropriate and adequate insurance coverage is in place, and that the governance table and staff understand the terms, conditions and limitations of the coverage

### APPENDIX B: Sample Committee Terms of Reference Template

This template provides an outline for establishing the terms of reference that can be adapted for any Division/MSA Committee.

Name of Committee  
Terms of Reference  
Adoption Date <XXX>  
Revision Date <XXX>

1. Background – context about the Committee, parent governance table
2. Purpose / Mandate – explains 'why' the Committee has been established
3. Objectives and Responsibilities
4. Membership
  - a. Composition – typenumber of members, term of Directors (if relevant)
  - b. Chair – as decided by the parent governance table, explanation of role of Chair, term
  - c. Secretariat – as decided by the Committee, explanation of role of Secretary, term
  - d. Quorum – a majority of the members of the Committee will constitute quorum
  - e. Expectations of Members – e.g., attend meetings to best of ability, meaningfully participate, represent the views of the Division/MSA members, additional commitments
5. Frequency of Meetings – meets at the call of the Chair, frequency, location
6. Decision-making – explanation of how the Committee will make decisions (e.g., consensus, consensus minus 1 vote, dispute resolution process) and how the parent governance table will have final approval on all matters decided by the Committee
7. Minutes – recorded by the Secretariat or delegate, when/how circulated to members or parent governance table
8. Reporting Relationship – reports to parent governance table, frequency of reports, who reports (e.g., the Chair)
9. Funding – costs of participation on Committee/remuneration of members, outline of budget allocated to Committee (if relevant)
10. Confidentiality – outlines confidentiality expectations of members, no disclosure without consultation of the Committee, expectations around storage of information
11. Conflict of Interest – expectation for members to disclose and document any conflicts

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GOVERNANCE FUNDAMENTALS GUIDEBOOK

# Your MSA: Do You Have ... ?

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1. Written job descriptions for staff
2. Terms of Reference
3. Clear Executive responsibilities
4. Strategy
5. Transparency
6. Trust – President and Staff
7. Engagement with Members
8. Engagement with HA
9. Alignment
10. Annual review of roles documents



# Want to learn more?

- Governance Fundamentals Guidelines
- Next webinar: Strategic Planning
- [facilityengagement.ca](https://facilityengagement.ca)





Thank you for your time.

Questions or  
Comments?