

Working Group Committees

Committees perform focused work on specific functions, projects, or components of the Working Group’s mandate. They follow the Working Group’s policies and direction and complement full Working Group involvement by doing preparatory work and reporting on key information and recommendations to the full Working Group. Often, committees are created to dive into detailed work on a well-defined task and make recommendations to the Working Group for further action.

The Working Group “may delegate any, but not all, of the powers of executives to committees.” This means that the Working Group can delegate and oversee committees as needed to help it complete its work. When a matter requires full Working Group participation, the committee will bring information and analysis to the Working Group to aid in its work or decision-making.

Terms of reference are used to set out the parameters, authority, and accountability of committees and committee members. When the Working Group establishes a committee, it will typically approve the terms of reference, assign resources, appoint a committee chair and initial members, and determine a committee budget, as necessary. Committees may be composed of Working Group members or a combination of executives and MSA members (including non-physicians), as appropriate.

There are two main types of committees: standing committees and special committees, which are described below.

	Standing Committees	Special Committees
Overview	<p>A more permanent feature of the Working Group.</p> <p>These committees are created as needed and conduct work on a continual basis. Standing committees are often delegated a specific mandate.</p>	<p>Created for a specified time period.</p> <p>Special committees are developed for short-term issues or specific tasks.</p>
Examples	<ul style="list-style-type: none"> • Finance and Audit Committee • Governance Committee • Human Resources Committee 	<ul style="list-style-type: none"> • Project Specific Committee • Fundraising Committee • Research Committee

WORKING GROUP

The Working Group is a committee of the Board and therefore reports to the Board. It engages the medical staff at the local facility and advises the Board on matters of importance to medical staff, their patients, and the health authority, including engagement initiatives. The Working Group develops decision-making and funding structures to ensure effective representation and participation of the medical staff. Sample terms of reference for the working group are available on the Facility Engagement [website](#).

Members of the Working Group are remunerated at the current sessional rate as detailed in the Physician Master Agreement.