

Chair, Medical Education & Resource Committee

Role Purpose

The Chair of the Medical Education & Resource Committee provides leadership to the sub-committee in support of HAMAC's mandate. The Chair is responsible for ensuring the sub-committee operates effectively, advances its defined workplan, supports high-quality advice and recommendations, and escalates issues, risks, and decisions to HAMAC as appropriate.

The Chair fosters constructive engagement among members, ensures discussions remain focused and action-oriented, and helps translate strategic priorities into practical recommendations and deliverables.

Key Responsibilities

1) Committee Leadership and Effectiveness

- Provide leadership to the sub-committee and ensure meetings are well-organized, purposeful, and aligned with the committee's mandate.
- Chair meetings in a manner that promotes respectful discussion, balanced participation, and timely decision-making.
- Foster a collaborative and psychologically safe environment where diverse perspectives are welcomed.
- Ensure the committee maintains focus on priority issues and avoids unnecessary drift into operational detail not relevant to its mandate.

2) Agenda and Workplan Stewardship

- Develop meeting agendas, coordinating with support staff, as appropriate.
- Ensure agendas, materials, and decision items are prepared in advance and support meaningful discussion.
- Guide the development and monitoring of the sub-committee's workplan.
- Track progress against priorities, deliverables, timelines, and any assigned actions.

3) Advice and Recommendations to HAMAC

- Ensure the sub-committee provides clear, evidence-informed, and practical advice to HAMAC.
- Bring forward recommendations, emerging issues, risks, and opportunities requiring HAMAC awareness, endorsement, or decision.
- Ensure recommendations are framed clearly, including rationale, implications, and any required follow-up.
- Present or delegate presentation of sub-committee reports to HAMAC, as required.

4) Governance and Accountability

- Ensure the sub-committee operates within its approved terms of reference and in alignment with HAMAC's overall mandate.

- Support clarity regarding the sub-committee's scope, authority, and decision-making responsibilities.
- Ensure appropriate documentation of discussions, actions, and recommendations.
- Identify when matters should be escalated to HAMAC or referred elsewhere.

5) Member Engagement and Performance

- Support effective participation of committee members and clarify member roles, expectations, and contributions.
- Encourage preparation, attendance, and follow-through on assigned actions.
- Address participation issues, conflicts, or barriers to effective functioning in a timely and professional manner.
- Contribute to succession planning, onboarding, and orientation for new members where applicable.

6) Partnership and Communication

- Maintain effective working relationships with HAMAC leadership, medical leaders, operational leaders, and administrative support.
- Communicate sub-committee priorities, decisions, and action items clearly to members and relevant stakeholders.
- Ensure information flows appropriately between the [name] sub-committee and HAMAC, as well as with other HAMAC sub-committees.

Decision-Making / Authority

The Chair:

- Leads the conduct of meetings and facilitates consensus where possible.
- Does **not** act unilaterally outside the authority delegated through HAMAC or the sub-committee terms of reference.
- Brings forward recommendations to HAMAC on behalf of the sub-committee.
- May assign follow-up work or designate leads for committee action items, consistent with the committee's mandate.

Accountability

The Chair is accountable for:

- Effective functioning of the sub-committee;
 - Timely advancement of committee priorities and deliverables;
 - Quality and clarity of advice/recommendations brought forward to HAMAC;
 - Appropriate escalation of risks, barriers, and issues;
 - Adherence to HAMAC governance expectations and committee terms of reference.
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The Details:

Co -lead:	Medical Director, Medical Staff Education
Reporting to:	Chair, Health Authority Medical Advisory Committee
Committee Responsibilities:	Chair, Medical Education & Resource Committee Guest, Health Authority Medical Advisory Committee Other committees, as required
Time Requirements:	Approximately 3 hours per week – this will vary throughout the year.
Compensation:	\$30,337.00 per year

Qualifications and Competencies:

- Doctor of Medicine (MD), Nurse Practitioner, or Midwife with current registration and good standing with the appropriate College.
- Prior training or experience in Medical Education, Continuous Professional Development is desirable.
- Prior medical leadership experience strongly preferred.
- Commitment to formal leadership education (e.g., UBC Sauder Physician Leadership Program, CMA Physician Leadership Institute, SFU Physician Leadership Series, or equivalent).
- Strong verbal and written communication skills.
- Demonstrated ability to adapt to a dynamic healthcare environment with initiative and resilience.
- Strong interpersonal skills with the ability to build and sustain professional relationships at all levels.
- Proven clinical competence with an in-depth understanding of health services and operational systems.