

## IT Steering Committee Terms of Reference

### 1. Mandate

- To provide strategic advice, guidance and direction to the Board of Directors on technology initiatives
- To develop Board briefings and input on the development of:
  - policy positions which address technology, communications and information management related initiatives;
  - proposed federal and/or provincial legislation that may have broad technology implications, and
  - changes to existing legislation which may have an impact on the membership's ability to provide quality care
- To explore and make recommendations regarding technology tools and resources that would benefit a physician's medical practice
- To undertake appropriate surveys, dialogues and outreach programs to ensure the committee understands and is representing the membership's concerns

### 2. Duties and Responsibilities

- To ensure physicians have the opportunity to provide and demonstrate leadership involving technology initiatives that impact their practices and the practice of medicine
- To provide advice and guidance on proposed technology initiatives in which Doctors Nova Scotia has been asked to participate and that affect physicians and the way in which they provide patient care
- To develop and recommend policies, position papers, guidelines and standards appropriate to technology initiatives which impact on our members' ability to practice
- To consult and seek input from the membership, other stakeholders and interested parties on matters before the Committee, if required
- To develop a relationship with Department of Health and Wellness officials, which provides an opportunity for the IT Steering Committee (ITSC) to influence physician participation and provide leadership on Information Management and Technology initiatives that impact on the membership
- To recommend priorities for new technology initiatives that benefit the membership
- To ensure that IT initiatives embody the overall mission and objectives of Doctors Nova Scotia
- To evaluate the sustainability and governance implications of the technology initiatives we participate in
- To ensure that the IT Strategic Plan is aligned with the Doctors Nova Scotia Business Plan
- To submit an annual report on the committee's activities, as part of the Reports to Council, for the annual general meeting
- To submit a monthly ITSC update to the Board of Directors on issues, priorities, policy implications, recommendations, activities and actions

### **3. Sub-Committees/Working Groups**

Subcommittees and working groups will be established as the need arises and at the direction of the committee chair. They will be tasked with definitive objectives related to a specific strategic issue.

Subcommittees and working groups will enable the ITSC to seek out the appropriate subject matter expertise from within the membership to assist in the research, analysis and development of policy, guidelines and recommendations to be brought to the ITSC and subsequently to the Board.

A subcommittee or working group will be chaired by a sitting member of the ITSC.

### **3. Committee membership**

The IT Steering Committee is comprised of ten members of Doctors Nova Scotia, including at least one Board member. All Committee members will be appointed by the Board of Directors.

The ITSC will strive to be representative of the general membership. Geographic and gender representation will be taken into consideration, as well as varying degrees of computer competencies and maintaining a balance between specialists and family physicians.

The President, chief executive officer, and Director of Information Technology will be ex-officio members.

The committee may, at its discretion, invite a representative from the Dalhousie Medical Student Society to participate as an observer.

Committee members may be recommended by sitting committee members, the Board of Directors, the Director of Information Technology, or recruited from lists maintained in the association's membership data base of members with an expressed interest in information management and technology.

In the event the committee is unable to fill one of the ten seats, the committee may invite a member whose term has expired to sit for a one-year extension.

#### **Terms**

Each member will be appointed for one three-year term.

The Chair will be selected by the Committee and appointed for a two-year term.

#### **Quorum and voting**

A minimum of one half of the voting committee members will comprise a quorum. A motion is passed by a majority vote of the members in attendance. The committee chair is a voting member and will vote on matters requiring a decision. The chair will cast the deciding vote in the event of a tie.

### **4. Committee Meeting Schedule & Support**

Members may be called upon to participate in telephone and/or online conferences if a matter of urgency occurs between regularly scheduled meetings. Meetings are scheduled for two hours, but may

be extended if required. Support for rural members will be provided through the use of appropriate technologies.

**Honoraria and travel**

Travel expenses and honoraria will be paid according to the Doctors Nova Scotia policy.

<b>4. Accountability</b>
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The ITSC is advisory to and accountable to the Board of Directors of Doctors Nova Scotia. Any formal policy or position will require Board approval. Minutes of committee meetings shall be maintained and made available to the Board upon request.

*Updated: April 2013*