

## SEAMO POLICY

**Subject: Resources Committee**

**Number: 03-04**

Approved by: SEAMO Governing

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Original: 2002 Dec 16  
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### **Resources Committee Terms of Reference 2011 February 01**

#### **Role**

The Resources Committee shall develop and advise the Governing Committee with respect to:

1. Policy on all matter related to the finances of SEAMO;
2. Allocation of resources in accordance with policies adopted by SEAMO;
3. Recommendation of an annual budget;
4. Allocation of new funds or amended funding received from the Ministry of Health and Long-Term Care or other funding sources;
5. Policy related to claims submission and other fiscal matters that flow from SEAMO's responsibilities under the funding agreement with the Ministry of Health and Long-Term Care;
6. Monitoring of SEAMO's financial performance, including receipt and review of the audited annual statement.

#### **Resources Committee Operations**

1. The Resources Committee shall meet at least quarterly.
2. The Committee shall report to the Governing Committee at least quarterly.
3. The Committee shall operate in close collaboration with other committees of SEAMO and, in particular, with the Deliverables Committee, whose chair will serve as a member of the Resources Committee but not as Chair.
4. The Resources Committee shall consult widely, in particular with departments in areas where expertise to complement and extend that of the Committee is available.
5. Recognizing the potential for conflict of interest, members of the Resources Committee shall discharge their operations in good faith and in the best interests of SEAMO. In conducting the affairs of the Committee, members shall deal with information received in a manner that respects the confidentiality of the information when that is appropriate.

#### **Membership**

1. Membership on the Resources Committee shall include:
  - The President of CTAQ;
  - Two other physician members of the SEAMO Governing Committee;
  - A clinical department head who is not a Governor;

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- The Chair of the Deliverables Committee;
  - An individual drawn from the SEAMO Signatory hospitals; and,
  - Three non-voting members:
    - i. The Chief Financial Officer
    - ii. The Executive Director
    - iii. The Vice Dean Academic.
  - The CFO shall serve as Secretary to the Resources Committee.
  - With the exception of the Chair of the Deliverables Committee, members of the Deliverables Committee shall not hold concurrent membership on the Resources Committee. Members of the Nominating and Governance Development Committee shall not hold concurrent membership on the Resources Committee.
2. Chair  
The Chair shall be a physician who holds concurrent membership on the Governing Committee. The Chair of the Deliverables Committee shall not be Chair of the Resources Committee.
  3. Term  
With the exception of the President of CTAQ and the Chair of the Deliverables Committee, terms of appointment shall not exceed three years. Initial terms of appointment will be staggered to facilitate continuity of membership. Appointments may be renewed once for a term not to exceed three years.