

Strategic Priorities and Recruitment Committee – Terms of Reference

Approved by: SEAMO Governing Committee

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Reviewed: Annually

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1. Role

The Strategic Priorities and Recruitment Committee (SPRC) is a subcommittee of the SEAMO Governing Committee that shall:

- Support the Governing Committee in two principal areas:
 - Overseeing the SEAMO strategic planning process, which supports the strategic plans and operational objectives of SEAMO and the Signatories
 - The establishment and implementation of a SEAMO physician staffing and recruitment plan
- Oversee the following Funds:
 - Global Health Project Development Fund
 - Innovation Fund
 - Recruitment Fund
- Oversee the following Programs:
 - Clinical Research Fellowship Program
 - Endowed Chairs in Research & Innovation
 - Medical Education Development Program
 - Medical Education Scholar Recruitment Program
 - New Clinician Scientist Program

2. Responsibilities

Strategic Priorities

- Oversee the SEAMO strategic planning process
- Ensure that the strategic priorities are revised on an ongoing basis in accordance with:
 - Changes to the strategic plans and operational objectives of SEAMO and the Signatories
 - SEAMO's achievement of clinical and academic objectives
 - New and emerging opportunities in the region
- Conduct a regular review of performance against the strategic plan, taking action and/or making recommendations as needed

Recruitment

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- Review and approve requests regarding urgent recruitment, vacancies and bridge funding. In reaching their decision, the SPRC shall consider at a minimum:
 - SEAMO Signatories' strategic priorities and staffing plan
 - The staffing plan of the department in which the position resides
 - The activity of the department in which the position resides with respect to its clinical and academic deliverables
 - The impact of the withdrawal of a position including effects on the department's ability to meet its clinical and academic deliverables
 - Oversee the development of the 3-Year Health Human Resources (HHR) Plan and table the plan with the Governing Committee for review and approval. In drafting the HHR plan, the SPRC shall consider at a minimum:
 - SEAMO Signatories' strategic priorities and staffing plan
 - The staffing plan of the department in which the position resides
 - The activity of the department in which the position resides with respect to its clinical and academic deliverables
 - Recommendations from the 3-Year HHR Working Group
 - The budget available to operationalize the 3-Year HHR Plan.

Program Oversight

- Oversee the Funds and Programs identified above
- Establish ad hoc committees to support the work of the SPRC as needed
- Make decisions regarding the allocation of funding to the Funds and Programs identified above. In making funding decisions, the SPRC shall:
 - Consider the reports and recommendations of the relevant advisory committees
 - Keep within the applicable budget, as approved by the Governing Committee
- In discharging its responsibilities, the SPRC:
 - In the case of precedent-setting/non-routine decisions, shall make a recommendation for a decision to be made by the Governing Committee
 - Non-routine/precedent setting decisions include those that represent a change in the strategic priorities of the committee or significantly alter the structure of clinical and/or academic services
 - Shall maintain a log of all funding decisions
 - Shall report all decisions to the Governing Committee at least quarterly. In its review of committee decision-making, the Governing Committee may give advice on what are non-routine, precedent-setting decisions that require approval of the Governing Committee
 - Shall review its Terms of Reference regularly
 - Shall operate in close collaboration with other standing committees of the Governing Committee

3. Membership

Membership shall include:

- The CEO of SEAMO, who shall serve as Chair
- Two voting representatives from each of the Signatory Organizations:
 - Kingston Health Sciences Centre
 - Providence Care Hospital
 - Clinical Teachers Association of Queen's University (CTAQ)
 - Queen's University
- In addition, each organization will identify two alternates. The alternates may attend in place of either member and will have the authority to vote by proxy.

4. Chair:

- Shall be the CEO of SEAMO
Shall only vote in the event of a tie on a recorded vote

5. Quorum

- Two thirds of the membership must be in attendance to proceed with a decision.

6. Meetings

- The Committee will meet at least quarterly and with sufficient frequency, so as not to unduly delay recruitment decisions

7. Resources

- Executive Director, SEAMO
- Senior Project Manager, SEAMO
- Senior Staffing Officer, Faculty of Health Sciences

8. Reporting to: SEAMO Governing Committee