Community Terms of Reference

Sample: Colchester/Truro Recruitment and Retention Committee

1. Purpose. The Colchester/Truro Physician Recruitment Committee will support physician recruitment efforts within the region. As a collaborative, volunteer group, the Committee will meet regularly to discuss and aid current physician recruitment strategies.

2. Membership. The Committee will consist of 1-2 representatives from local municipal units (The Town of Stewiacke, The Town of Truro, and the Municipality of the County of Colchester); 1-2 representatives from the Truro and Colchester Chamber of Commerce; 1-2 Representatives from The Truro & Colchester Partnership for Economic Prosperity; and, 4-5 staff/physicians from NSHA. Committee members are appointed by their respective organizations.

A Chair (or Co-Chair) will be appointed by the Committee each March. The Chair will be decided by a majority vote (51%). The Chair will be responsible for calling meetings.

3. Meetings. The Committee will meet regularly as needed (in person or via conference call). Generally, meetings will take place every 2 months. Meetings may be called by the Chair at any time.

Term: The Committee was established on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and its term will be evaluated annually in March.

Quorum: A simple majority of the members of the Committee constitutes a quorum.

Decision Making: The Committee will aim for consensus (agreement of most of the participants with minority objections as a result of discussion). Some decisions may require voting (51% will be required).

4. Agendas and Minutes. The Chair will be responsible for developing agendas. Agendas will be circulated via email. Meeting summaries and action items will be recorded at each meeting. Committee members will take turns recording meeting information and the Chair will circulate this information via email.

5. Reporting/Relationship. The Committee will prepare an annual report highlighting Committee activity, strategies and achievements from the year. The Chair will be responsible for development of the annual report. (Throughout the year, individual Committee members are responsible to reporting to their respective organizations.)

6. Resources and budget. The Committee does not have an operating budget; committee work is volunteer based. Recruitment strategies will be supported through collaboration and committee members may provide in-kind support (e.g. meeting locations, time, and admin) or financial support (funding for events, physician site visits, and conferences).

7. Deliverables. The Committee’s goal is to increase the number of physicians practicing in the Colchester Region and to reduce the number of residents seeking physicians.

8. Review. The ToR will be reviewed annually (typically in March).