

# TERMS OF REFERENCE

<b>Committee:</b>	Practice Support Advisory Working Group
<b>Reports to:</b>	CEO
<b>Purpose:</b>	<p>The purpose of the Practice Support Advisory Working Group is to serve members by providing guidance on the start-up phase of the NBMS Practice Support Program for New Brunswick physicians. The Working Group will provide oversight and guidance to staff on the implementation of program supports.</p> <p>The purpose is executed under the framework of the NBMS Bylaws and the <i>Medical Act</i>, S.N.B. 1981, c. 87.</p>
<b>Responsibilities:</b>	<p>The Working Group shall be responsible for providing guidance on program matters, including:</p> <ul style="list-style-type: none"> <li>• Developing and implementing a program management framework</li> <li>• Developing and monitoring program governance and budget</li> <li>• Developing ideas to enhance operational and business efficiency of medical practices and improving quality and access to patient care, and</li> <li>• Providing ongoing reports to the NBMS Board of Directors, via the CEO, as necessary.</li> </ul>
<b>Membership, Chair, Term &amp; Quorum:</b>	<p>The Working Group will consist of a minimum of five (5) and no more than eight (8) members of the NBMS, including the Chair.</p> <p>The NBMS CEO will be ex-officio, non-voting member of the Working Group.</p> <p>All members will be appointed to a term of three (3) years. The Working Group is intended to sunset after three (3) years, but may be extended at the discretion of the CEO.</p> <p>The Working Group has the authority to appoint a non-member of the NBMS where there is a need for specific expertise. This individual will be non-voting.</p> <p>In the event the Chair is unable to attend, another member of the Working Group will be asked to chair the meeting.</p> <p>Quorum is the majority of voting members of the Working Group.</p>
<b>Approved by the NBMS Chief Executive Officer:</b>	March 4, 2024