



## **Department of Family Medicine Finance & Administrative Services Committee Terms of Reference**

### **Purpose:**

The Finance and Administrative Services Committee serves to assist the Department Head in the implementation of financial, administrative, and operational directions related to the management of the department.

### **Reports to:**

Executive Management Committee

### **Functions:**

1. Support the development of budgets and monitor actual spend where applicable. This includes funding related to University of Manitoba, University Medical Group, and grant funding
2. Oversee and administer contracts and appointments for the Department of Family Medicine
  - a. Geographic Full-Time Staff (GFT)
  - b. Other Academic Staff
  - c. Family Medicine Enhanced Distributed Education Centres (FMEDEC)
  - d. Nil appointments
  - e. Other
3. Provide oversight and where appropriate review and make recommendations to the Executive Management Committee on the following matters:
  - a. Compensation Framework
  - b. Honoraria Guideline
  - c. Awards – develop list of qualified applicants and present to appropriate committee for selection
  - d. Endowment Funds
  - e. Professional Development Costs
  - f. Professorships
4. Make decisions at an operational level, consistent with the direction from the Department of Family Medicine Executive Management Committee
5. Operationalize and monitor progress toward the achievement of strategic goals
6. Review applicable departmental policies and provide feedback to the Executive Management Committee
7. Review positions and position descriptions and provide feedback to the Executive Management Committee
8. Review requests from or decisions taken by department units, programs, or committees and evaluate financial and operational impacts
9. Review and approve all non-routine funding requests \$ 1,000 to \$10,000. Any requests in excess of \$10,000 require approval at the executive management committee

**Membership:**

- Voting members:
  - Managing Director (Chair)
  - Manager, Finance & Administrative Services
  - Education Manager
  - Coordinator, Projects & Program Evaluation
  - Program Coordinator, MPAS
  - Financial and Administrative Assistant
  - Confidential Administrative Assistant
  
- The Chair shall vote only to make or break a tie
  
- Other individuals (non-voting) may be invited to meetings at the discretion of the Chair

**Meetings:**

Meetings will be scheduled monthly.

An agenda will be circulated at least three (3) working days prior to the meeting.

Additional meetings may be held either at the call of the Chair with at least five (5) working days notice, or upon written request to the Department Head signed by at least three (3) committee members.

Any such requests must be received by the Chair at least five (5) working days prior to meeting. The agenda for a special meeting must be sent to committee members at least three (3) working days prior to the meeting.

An entire meeting or a portion of a meeting may be held *in-camera* as determined by the Chair. In-camera sessions will be recorded by a designate of the Chair, and mention of the in-camera session will be recorded in the minutes that are available to department members.

**Quorum:**

Fifty per cent of voting members constitute a quorum.

**Terms of reference:**

Shall be reviewed every three (3) years and any revisions will be approved by Executive Management Committee.