

SASKATCHEWAN MEDICAL ASSOCIATION

INTERSECTIONAL COUNCIL

Terms of Reference

1.0 Role

The purpose of the Intersectional Council is to:

- Act as a sounding board to the Economics Committee with respect to the allocation of monies in the Payment Schedule.
- Act as a resource to the Tariff Committee with respect to addition, deletion or amendment of items in the Payment Schedule.
- Provide a forum where Sections can exchange views and air their economic concerns.

2.0 Responsibilities

Section representatives shall:

- Prepare and make written and/or verbal presentations to the Economics Committee concerning the allocation of monies negotiated by the Medical Compensation Review Committee with the understanding that the Economics Committee will make the final determination.
- Submit suggestions to the Tariff Committee for additions, deletions or amendments to the Payment Schedule. They shall monitor, and respond to, suggestions for such changes which come from individual physicians.
- Be prepared to speak on behalf of the respective Sections they represent at meetings of the Intersectional Council or before the Economics and Tariff Committees on request.
- Serve as a resource to members of their Sections with respect to the Payment Schedule.
- Name an alternate, in consultation with the Section Executive, to attend a meeting of the Intersection Council when unable to attend.
- Report back to their Sections.

3.0 Membership, Attendance & Term

The Intersectional Council will consist of:

- the chairperson who is the chairperson of the Economics Committee, and

- Section representatives elected annually by, and from, Sections of the profession
 - the Section of General Practice is entitled to elect four representatives
 - all other Sections are each entitled to elect one representative

A committee member who does not uphold their responsibilities or misses three consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

Each Section representative is allowed to send a deputy representative from their Section if they are not able to attend the meeting.

The term of a committee member is two consecutive, three year terms unless otherwise approved by the SMA Board of Directors.

In the event the committee does not meet within a calendar year, that year does not count towards the term of membership.

4.0 Meetings

The Intersectional Council will meet quarterly, or as required. The meetings may be in-person, by teleconference or videoconference (e.g., Skype, WebEx, etc.).

The Council may meet jointly with any or all of the Economics, Tariff, Medical Compensation and Payment Schedule Review Committees.

If a member is not able to participate in a meeting and not able to arrange for a deputy to attend that meeting on their behalf, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after that meeting will not be considered for decision making.

5.0 Chair

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Designate another committee member to chair the committee in the Chair's absence
- Prepare a report to the Board on the work of the committee
- Meet with the Board of Directors upon the invitation of the Board of Directors

6.0 Quorum

Quorum shall be simple majority (50%+1) of the voting committee members. Voting cannot take place without having quorum.

7.0 Decision Making

The committee will make decisions by consensus. If consensus cannot be achieved, a vote will be taken with the decision being a majority (50%+1) vote of quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Duration of Committee

The committee will remain in place until such time as the SMA Board of Directors authorizes an alternative governance structure.

9.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings; distribute them electronically to members within three weeks of the meeting. The minutes shall be approved by the Chair of the committee and formally adopted at the subsequent meetings.

The minutes of the Committee's meetings shall be distributed to members of

- a) Economics Committee
- b) Tariff Committee
- c) Medical Compensation Review Committee
- d) Uninsured Services Committee
- e) SMA Board of Directors

The Committee shall receive the minutes of the meetings of the Committees listed in (a), (b), (c), and (d).

10.0 SMA Support Resources

The Intersectional Council is supported by:

Management: Economics Director
Administrative: Senior Compensation Analyst

11.0 Accountability

The Intersectional Council, with the approval of the Economics Committee, brings its recommendations to the Economics, Tariff, Payment Schedule Review, Medical Compensation Review Committees, and the SMA Board of Directors.

12.0 Amending the Terms of Reference

The Terms of Reference will be approved by the SMA Board of Directors, and reviewed every three years.

Date of Last Review: July 2016