



THORSBY MEDICAL ATTRACTION AND RETENTION COMMITTEE TERMS OF REFERENCE

Committee Name:

Thorsby Medical Attraction and Retention Committee (TMARC)

Purpose:

The purpose of Thorsby Medical Attraction and Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing physician and medical services to the community.

Objectives:

1. To coordinate a robust committee, with a focus on attracting qualified physicians and allied healthcare workers that will ensure ongoing medical services to the community
2. To reduce the need for recruitment through retention efforts.
Efforts should focus on three areas:
 - Integration into the medical practice/services within the community
 - Family integration into the community
 - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with physicians, allied health care persons and AHS/Covenant Health.

Membership:

1. TMARC will consist of eight (8) members, five (5) of which are voting members and three (3) of which are non-voting members:
 - 2 Members of Council
 - 1 Medical Practitioner
 - 2 community members at large
 - 1 AHS representative (non-voting)
 - 1 RPAP representative (non-voting)
 - 1 administrator - an employee of the municipalities (non-voting)
2. TMARC will appoint from within its members, through consensus, the following positions:
 - Chair
 - Vice-Chair
 - Recording Secretary

Governance Structure:

1. The attraction and retention committee will function as a collaborative unit with expected equal participation by all parties. As a committee of Council, proceedings shall be governed as per Bylaw2008-08 being a bylaw to regulate meeting procedures, and motions will be required for items to be actioned and carried/defeated by voting. The Committee may decide to appoint Teams to work on specific functions, such as communication and marketing, organizing a site visit, housing, spousal employment, etc. Such Teams will be chaired by one member of the Attraction and Retention Committee and may include additional members outside the Committee. All Teams will report back to the Committee on a regular basis.
2. The Chair will act as the spokesperson for the Committee, unless there is an alternative designate
3. The Chair of the Committee will report on progress to the Town of Thorsby Council and will seek approval from Council for any initiatives that may require funding from the municipality prior to the undertaking of said financial commitments.

Term:

Members of TMARC will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by TMARC if needed.

Meetings:

1. Meetings will be held at the call of the chair,. Four voting members will be required to be present at each meeting to constitute quorum, thus providing the necessary two-thirds majority to carry/defeat motions
2. Motions will be moved by one voting member and carried by the majority of voting members present.
3. Minutes should not be published until approved by TMARC at a subsequent meeting. Members that are a representative of an organization may share minutes with their organization.
4. Minutes and agendas will be distributed by email to the members of TMARC at least two days prior to the next meeting.

Metrics:

What does success look like:

The Town of Thorsby will see an increase of sustainable medical services in the community over and above the inventory taken by the committee at the commencement of the attraction and retention program.

Approved by Motion of Council # 2018-040