



Negotiations Task Force Terms of Reference

Policy Type:	Board	Approval Date:	September 2007
Sub-Category:	Governance	Amended:	November 2009 September 2013 September 2015 September 2017 October 2018
Last Review Date:	November 2018	Next Review Date:	November 2020

a) Purpose, responsibilities and delegated powers of the Task Force

The purpose of the Task Force is to provide guidance and support to the negotiations team in a timely manner on negotiations with the MOH to the Board.

The responsibilities and delegated powers of the Task Force include:

- extensive consultation with membership which may include focus groups
- recommendations for negotiation priorities to the membership and the Board
- recommendations to the negotiations team on overall negotiations strategy
- recommendations to the Board on offers made by the government

b) Composition of the Task Force:

The Negotiations Task Force will be composed of:

- Up to 4 board members, who are appointed by the Board
- Up to 5 representatives from relevant working groups or experts non-board members
- AOM President
- Executive Director
- Director of Policy and Communications
- Other staff as required by the Executive Director and Director of Policy and Communications to support the Task Force's work

A call will be circulated and the chair will select the non-Board members with an eye to skills required and building capacity in the negotiations process.

The Chair of the Task Force must be a Board member and will be chosen by the Board.

c) Term

The Task Force's term will last for the duration of that round of negotiations for the upcoming negotiated agreement.

d) Rules for meetings

The Task Force will have a minimum of three meetings prior to the start of negotiations. Task Force members will be required to provide input between meetings via telephone or e-mail. Members who miss more than three meetings in a row (except due to attending births or extraordinary circumstances), will have their membership on the Task Force revoked. Minutes for each meeting will be recorded. Quorum will be 50% of Task Force members, not including staff members. Staff will book meetings in advance; however, the nature of this work is that meetings can be called with very little advance notice.

e) Reporting and accountability requirements

The Task Force Chair will provide reports to the Board at least at every Board meeting.

Any staff/consultants hired to undertake specific work related to the Task Force will be hired by and report to the Executive Director.

The Board of Directors has the authority to dissolve the Task Force, if they determine that there is no longer a need for it, or if there has been sufficient evidence to suggest that the Task Force is no longer productive