

**University of Alberta  
Department of Medicine**

**Steering Committee**

**Terms of Reference**

1. AUTHORITY

- a) The Steering Committee (SC) is a standing committee of the Department of Medicine (DoM).
- b) The SC is created by the Office of the Chair, Department of Medicine.
- c) The Office of the Assistant Chair, Administration of the DoM shall provide management support to the SC.
- d) The SC shall function in accordance with these Terms of Reference.

2. COMPOSITION OF COMMITTEE

Members:

a) Voting members:

- (i) The Chair of the DoM who shall act as the Committee Chair;
- (ii) The Deputy Chair of the DoM who shall act as the Committee Alternate Chair;
- (iii) The Associate Chair, Education;
- (iv) The Associate Chair, Research;
- (v) The Associate Chair, Faculty Affairs;
- (vi) The Associate Chair, Clinical Affairs;
- (vii) The Division Director of each of the Divisions within the DoM.

b) Non-Voting Members:

- (i) The Assistant Chair, Post Graduate Education;
- (ii) The Assistant Chair, Undergraduate Medical Education
- (iii) The Assistant Chair, Clinical Faculty;
- (iv) The Assistant Chair, Finance;
- (v) The Assistant Chair, Graduate Studies;
- (vi) The Assistant Chair, Administration;
- (vii) The DoM's Communications Associate;

- (viii) Representative Clinical Informatics;
- (ix) Representative Ambulatory Clinic

3. MANDATE OF THE COMMITTEE

- a) To function as the senior decision-making body within the DoM's governance structure.
- b) To approve global DoM policies as they pertain to the areas of research, education, clinical activity and administration.
- c) To provide advice to the Chair on general matters affecting the operations of the global DoM.
- d) To serve as a conduit for information flow (up and down) within the DoM.
- e) To generate action items for both the Department Administrators and Division Directors to operationalize.

4. SC REPORTING AND CONTROLS

- a) Through the Division Directors and the appropriate Division Structures, communicate decisions of the SC to the members of the DoM;
- b) Through the Office of the Assistant Chair, Administration via the Communications Associate, ensure that all decisions and relevant information are communicated to all members of the DoM.

5. SC PROCEDURES AND OPERATIONS

Except as herein provided, the SC will be the master of its own procedure.

- a) The quorum for all SC meetings will be 50% + 1 of the voting members.
- b) All decisions will be made by a majority vote of the voting members in attendance excluding the Chair. If a tie vote results, the Chair will cast the deciding vote.
- c) Meeting minutes will be taken to ensure decisions and pertinent background information is communicated to the members of the DoM.
- d) The SC will meet at least nine (9) times per year, ordinarily once per month.