

**University of Alberta
Department of Medicine/School of Internal Medicine**

Senior Management Team

Terms of Reference

1. AUTHORITY

- a) The Senior Management Team (SMT) is a standing committee of the Department of Medicine.
- b) The SMT is created by the Office of the Assistant Chair, Administration of the Department.
- c) The Office of the Assistant Chair, Administration shall provide administrative support to the SMT.
- d) The SMT shall function in accordance with these Terms of Reference.

2. COMPOSITION OF COMMITTEE

Standing Members:

- a) The SMT shall consist of eight (8) members, in addition to ex-officio members, comprised as follows:
 - (i) the Assistant Chair, Administration who shall act as the Committee Chair;
 - (ii) the Business Manager;
 - (iii) the HR Partner;
 - (iv) the Manager, Operational Planning & Analysis;
 - (v) the Manager, Business Systems & Special Projects;
 - (vi) the Education Team Lead;
 - (vii) the Finance Team Lead;
 - (viii) the Research Team Lead.

Ex-Officio:

- a) the Chair, Department of Medicine; and
- b) others, as needed.

3. MANDATE OF THE COMMITTEE

- a) To enhance communications and the sharing of information among the senior administrators for the purpose of cascading this information to all members of the Department.
- b) To consider any issues brought forward by committee members.
- c) To act in an advisory capacity to the Chair and the Assistant Chair, Administration.
- d) To make recommendations to the Assistant Chair, Administration for decisions.
- e) To make decisions regarding Administrative Services office management.
- f) To construct the agenda for the Department of Medicine administrative meetings to be held at the discretion of the SMT.

4. COMMITTEE REPORTING AND CONTROLS

- a) The SMT will submit monthly operational reports to the Chair, Department of Medicine through the Assistant Chair, Administration.
- b) Ad hoc reporting as requested by the Assistant Chair, Administration.
- c) Information will be made available to members of the Department using appropriate media formats, as required.

5. SMT PROCEDURES AND OPERATIONS

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

- a) The quorum for all SMT meetings will not be less than 50% of the members.
- b) A consensus will be sought in all decisions brought to the SMT. When consensus is not achievable despite the best efforts of the members, the Assistant Chair, Administration will have the authority to make the final decision.
- c) The SMT will meet once a month.