



McGill

Faculty of
Medicine and
Health Sciences

TERMS OF REFERENCE

SCHOOL OF MEDICINE OPERATIONS COMMITTEE ("SOMOC")

Mandate

The **School of Medicine Operations Committee (SOMOC)** represents the School of Medicine's executive leadership team. Its main role is to oversee the operations and strategic direction of the School of Medicine. In addition, it serves an advisory role to the Dean (Head of School) in regard to strategic and operational issues, particularly for those issues requiring prompt action and resolution.

Roles and Responsibilities

The roles and responsibilities of the School of Medicine Operations Committee include:

1. having oversight of and ultimate responsibility for operational decisions
2. advising the Dean to help guide development of the School's strategic direction and areas of priority
3. developing a concerted framework to address a wide variety of strategic and operational topics tabled by the Dean and/or other members of the Executive, including the following:
 - a) strategic vision and priorities
 - b) new initiatives
 - c) opportunities/issues related to the educational mission
 - d) opportunities/issues related to the research mission
 - e) policies and procedures
 - f) governmental issues
 - g) matters related to the clinical teaching environment

- h) human and financial resources and infrastructure
- i) health care institution relations
- j) university relations

Committee Structure

The School of Medicine Operations Committee is chaired by the VP Health Affairs & Dean of Medicine (Head of School).

Membership

Head of School, Vice-Principal (Health Affairs) & Dean

Associate Vice-Principal & Vice-Dean (Health Affairs)

Vice-Dean and Director, Campus Outaouais

Associate Dean, Continuing Professional Development

Associate Dean, Postgraduate Medical Education (PGME) and Professional Affairs

Associate Dean, Undergraduate Medical Education (UGME)

Director, Administration and Operations, Medical Education

Communications Lead

Senior Advisor to the Vice-Principal (Health Affairs) & Dean (Secretary)

Frequency and Format of Meetings

The School of Medicine Operations Committee meets on a monthly basis for one (1) hour, all year round. External experts and consultants (e.g., SoM staff members, faculty, students, other members of the University community and visiting academics) may be invited on an ad hoc basis for specific discussions, at the discretion of the Chair.

Quorum

To achieve quorum, 50%+1 of members must be present.

History:

Approved by:

- School of Medicine Advisory October 13, 2021

Committee: