

LEG Executive Responsibilities

Last approved:	NOAMA Board	December 13, 2022
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Description:

As a LEG Lead, representing the LEG executive, you will be responsible for regular communications with NOSM U and NOAMA, representing your community/department as the primary contact for the LEG and members as they carry out their scholarly activities.

To ensure success as a LEG Lead, you should be actively involved with NOSM U.

LEG Responsibilities:

- Monitor compliance and ensure the following are carried out (but not limited to) accordingly to the LEG Governance Agreement:
 - Distribution of LEG funding
 - Chair LEG meetings as required
 - Filling other Board roles
 - Changes to LEG membership
- Fiduciary responsibility for the following:
 - BoD Insurance (<http://www.noama.ca/insurance>)
 - Privacy
 - Health Human Resources
 - Financial Risk Management
 - Ensure LEG distributions align with the spirit of the NOAMA AFP
- Overseeing LEG Administrator or any other hired or contracted LEG positions as appointed by the LEG (if applicable)
- Ensure Annual [NOAMA Reporting Requirements](#) are completed
 - Qualtrics Report (collection of LEG academic activities)
 - Review of LEG Membership
 - Ensure completion of annual Financial Statements
- Ensure LEG has a presence at the annual NOAMA LEG Lead Meeting
- Act as a liaison, when required to assist with community/department availability for learner placements responsible by NOSM U scheduling
- Ensure clinical teaching payments, to the LEG, from NOAMA/NOSM U are accurate
- Notifying NOAMA of LEG member changes
- Act as a liaison or key contact point in the community/department for NOSM U when considering faculty applications, faculty reappointments, etc.

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1.0	2022.12.13	Original