

Board and Committee Time Commitments

Committee Name	Type of Meeting	Preparation Time (hours per meeting/hearing)	Length of meeting	Average time commitment per meeting/hearing (including prep)	Average monthly time commitment
All members	Up to Four Education sessions for Board and Committee members	None	2 hours	2 hours	Less than one day
Board of Directors	Four two-day meetings	Six hours	Six hours per day	18 hours	Less than one day
Executive Committee	Seven one-day meetings	Three to four hours	Six hours	10 hours	Less than one day
Governance and Nominating Committee	Five one-day meetings (virtual)	One to three hours	Three hours	Four to six hours	Less than one day
Ontario Physicians and Surgeons Discipline Tribunal	Orientation session	Three to six hours	Two full days or four half days	18 to 20 hours	Four days
	Business and Policy or Education meetings	30 minutes to one hour	Two full days	16 hours	
	Hearings	Zero to 12 hours	Half day to 20 days	Five to 130 hours	
	Members should be available for at least one hearing per year of three days or more.				
Fitness to Practise Committee	Orientation session (in concert with OPSDT)	Three to six hours	Two full days or four half days	18 to 20 hours	Zero days
	Business and Policy or Education meetings (in concert with OPSDT)	30 minutes to one hour	Two full days	16 hours	
	Hearings (very rarely)	Zero to four hours	Half day to five days	Eight to forty hours	
Registration Committee	Orientation session	One hour	Three hours	Four hours	One to two days
	Two full-day Business and Policy meetings	One to two hours	Seven hours	Eight to nine hours	
	Ten full-day Member Specific Issue (MSI) meetings	12 to 16 hours	Six hours	18 to 22 hours	
	11 Teleconference meetings	Three to six hours	One hour	Four to seven hours	
Finance and Audit Committee	Orientation session	One hour	Three hours, within a one-day meeting	Three hours	Less than one day

Board and Committee Time Commitments

	Three one-day meetings	Two hours	Three to five hours	Five to seven hours	
Inquiries, Complaints and Reports Committee	Orientation session	One hour	Seven to eight hours total	Eight to nine hours	Three to four days
	Three one-day Business and Policy meetings	One to two hours	Three to six hours	Four to eight hours	
	Member Specific Issue Panels (Committee members are assigned to these panels on an as-needed basis, and will attend at least one to two panels per month).				
	General panels	10 to 20 cases, with prep time of one to two hours per case.	Two to three hours	Varies. See preparation/attendance column.	
	Specialty panels				
	Health Inquiry panels	One to five cases, with prep time of one to two hours per case	One to two hours		
	Settlement panels	Five to 15 cases, with prep time of 30 minutes to one hour per case.	Two hours		
	Hybrid panels		One to two hours		
	Teleconferences		One hour		
Verbal Caution panels	One to two hours		Three to four hours		
Patient Relations Committee	Orientation session	One hour	Two hours		Three hours
	One full-day business meeting	Two to three hours	Six hours	Eight to nine hours	
	11 panel meetings	One hour to ninety minutes	One hour to ninety minutes	Two to five hours	
Premises Inspection Committee	Orientation session	None	One hour	One hour	Less than one day
	Two full-day Business and Policy meetings	One to two hours	Six hours	Seven to nine hours	
	Ten panel meetings	Three to six hours	Two hours	Five to eight hours	
Quality Assurance Committee	Orientation session	One hour	Six hours	Seven hours	One day
	Two full-day Business meetings	One to three hours	Four to six hours	Seven to nine hours	

Board and Committee Time Commitments

	Minimum of six Member Specific Issue (MSI) panel meetings	Two to four hours	30 minutes to 2.5 hours	Up to 6.5 hours	
--	-----------------------------------------------------------	-------------------	-------------------------	-----------------	--