

Sault Ste. Marie Academic Medical Association (SSMAMA) Leadership Development Program

**1.0 Background**

SSMAMA is committed to leadership development and recognizes this as an important component of supporting our members who are currently in leadership positions or looking to take on this role in our community. This program will assist members in developing and expanding their leadership skills to better serve the Algoma District.

**2.0 Program Description**

Each fiscal year (April 1st – March 30th) four awards of up to $2500 will be available to SSMAMA members to attend a leadership conference or program. Applications will be made available in January and June. A SSMAMA member will only be eligible to receive the award once.

**3.0 Eligibility**

The SSMAMA board of directors will be responsible for selecting the recipients based on the following criteria:

1. The applicant has demonstrated a genuine interest in taking a leadership position.
2. The applicant has already taken on a leadership position.
3. The applicant has provided reasonable personal learning objectives for attending a leadership conference/program.
4. The leadership conference/program content brings benefit to the physician in support of the SSMAMA mandate.
5. Proposed conference expenses are reasonable and within the budget parameters.

**4.0 SSMAMA Responsibilities:**

1. That all SSMAMA members are notified of available funding for leadership development.
2. Successful applicants meet the specified criteria;
3. Conference attendance is justified and that the conference content brings benefit to the physician in support of the SSMAMA mandate;
4. Approved conference expenses are reasonable, necessary and within budget parameters;
5. There is an established process to authorize, approve and report the expenditures to ensure transparency and accountability to the SSMAMA membership.

**5.0 Approved Expenses**

Physicians will be reimbursed for out of pocket expenses in accordance with the OMA Claim Guidelines (SEE APPENDIX 1).

**6.0 Process**

1. The member will submit an application to the SSMAMA Board that includes:
2. the name, date and purpose of the conference;
3. current leadership roles and/or a statement of interest in taking a leadership role in the community;
4. personal learning objectives for attending the conference;
5. estimate of the expenses to attend the conference (transportation, conference registration, meals, accommodations);
6. amount of funding or subsidy provided from other sources if applicable.
7. The SSMAMA board will review all applications and select the successful applicants.
8. The Board President will notify the successful member of the amount of funding approved.
9. The member will submit supporting documentation for expenses to the SSMAMA administrative clerk for processing. Expense reports and supporting documentation are to be submitted using the attached form (APPENDIX 2). Members should include copies of boarding passes/transportation tickets and a copy of the conference program.
10. The member will provide a brief summary or presentation at the Annual General Meeting following their conference attendance with the intent to share information to local membership.