

TERMS OF REFERENCE: OMERACT MANAGEMENT GROUP

PURPOSE: The OMERACT Management Group oversees all OMERACT activities and operations. The group is responsible for making key decisions, guiding the organization's policies and procedures, and ensuring its effectiveness. Each member wears two hats within OMERACT: one as a member of the management team and another as a leader responsible for coordinating activities within their respective organizational streams to advance OMERACT's mission. The Management Group comprises five members with expertise and experience in areas central to OMERACT.

TERM: incoming members of the Management Group will serve an initial term of five years, with the option to extend their service for an additional term.

MEETINGS: Regular meetings of the Management Group are integral to the efficient functioning of OMERACT. These meetings will occur at least once per month to review progress, deliberate on current issues, and provide strategic direction. This allows for timely and effective decision-making. The group may schedule Additional meetings to address any pressing matters or opportunities. In addition to these regular and ad hoc meetings, the Management Group will convene in person once per year. All meetings are intended to foster collaboration and cohesive decision-making across the group, ensuring that OMERACT remains dynamic and responsive and continues to achieve its mission and objectives.

ACCOUNTABILITIES: As key decision-makers within OMERACT, the Management Group is entrusted with the following responsibilities:

- **Strategic Oversight:** The Management Group is responsible for overseeing the overall strategic direction of OMERACT, ensuring alignment with its mission and vision.
- **Financial Management** includes overseeing the budget, ensuring fiscal responsibility and sustainability, and guiding financial decision-making.
- **Methodology Development and Implementation:** The group develops Methodology that guide the operation and activities of OMERACT. This also involves ensuring the implementation of these methods.
- **Governance:** Ensuring the effective management of OMERACT.
- **Collaborator Engagement:** Engaging with key collaborators, including patients, clinicians, and researchers, with a commitment to promoting diversity, equity and inclusion (EDI) within all aspects of OMERACT's work. Foster an inclusive environment that embraces diverse perspectives, experiences, and voices to ensure OMERACT outcomes and initiatives are representative and meaningful to all communities.
- **Leadership:** Representing OMERACT at meetings and events as needed and serving as spokesperson for OMERACT.
- **Planning and Evaluation:** Oversee and participate in planning, including setting goals and objectives, and monitor the organization's performance and impact.
- **Promotion of OMERACT Principles:** Uphold and promote the Spirit of OMERACT principles in all activities and decision-making processes. Fostering a diverse and inclusive environment for achieving OMERACT's mission effectively. By incorporating EDI principles into our practices, we aim to create an organization that values and respects individuals from diverse backgrounds, ensuring equal opportunities for participation and contribution.

DELIVERABLES: As part of their responsibilities, the OMERACT Management Group is expected to produce the following deliverables:

- **Strategic Plan:** The Management Group, in collaboration with the OMERACT Strategic Advisory Group, will produce a comprehensive strategic plan that outlines the organization's vision, goals, and strategic initiatives.
- **Annual Report:** A yearly summary of OMERACT's activities and achievements to inform all collaborators about the organization's progress and future directions.
- **Policy Documents:** Creating and revising policies that guide OMERACT's operation and activities.

- **Collaborator Engagement Activities:** Regular reports or summaries of collaborator engagement activities, such as meetings, consultations, and feedback sessions.
- **Conference and Event Summaries:** Detailed summaries and reports from OMERACT events, including outcomes, attendee feedback, and future recommendations.

DECISION-MAKING PROCESS: The OMERACT Management Group is committed to a transparent and accountable decision-making process. The approach aligns with the principles of collective decision-making to foster a culture of collaboration and consensus-building.

- **Open Discussions:** All significant decisions will be made during the Management Group meetings to ensure active participation and diverse input from all management group members. Each member is encouraged to voice their thoughts, opinions, and concerns.
- **Informed Decisions:** Decisions are backed by relevant information, research, and expert input. Subject matter experts may be invited to provide insights on specific topics or issues wherever necessary.
- **Consensus Building:** The preferred approach is to reach decisions through consensus. This means fostering an environment where management group members feel comfortable expressing their views and working together to agree on a common path forward.
- **Voting:** A vote may be taken when consensus cannot be reached. Each member of the Management Group, including the Chair and Deputy Chair, will have one vote. A decision will be considered approved if it receives a majority of votes. In the event of a tie, the Chair will cast the deciding vote.
- **Transparency and Documentation:** All decisions, including the rationale and the process by which they were reached, will be accurately recorded in the meeting minutes. These will be made available to all Management Group members to ensure transparency and accountability.
- **Review and Reconsideration:** In the spirit of continuous improvement, any decision can be reviewed and reconsidered upon request by any member of the Management Group. The aim is to ensure decisions remain adaptable and responsive to OMERACT's evolving needs and circumstances.

By adhering to these principles, the Management Group strives to maintain an equitable and transparent decision-making process that encourages participation, values diverse perspectives, and ensures the best outcomes for OMERACT and our collaborators.

SPECIFIC ROLES & RESPONSIBILITIES

Role	Chair - Operations	Chair - Finance	Chair - Methodology	Chair - Patient Research Partners	Deputy Chair - Operations
Name	Peter Tugwell	Lee Simon	Dorcas Beaton	Catherine Hofstetter	Philip Conaghan
Description	<p>The Chair of OMERACT is a pivotal leadership role within the organization responsible for guiding its strategic direction and ensuring the successful implementation of its mission and objectives. This position includes the critical responsibilities of managing the secretariat and overseeing the work of the senior methodologist of the organization's working groups. The Chair of OMERACT is expected to have strong leadership skills, in-depth knowledge of the organization's mission and goals, and the ability to build and maintain relationships with a wide range of collaborators. The chairperson should demonstrate commitment the Spirit of OMERACT and provide guidance to both the secretariat and senior methodologist to ensure their effective functioning and alignment with the organization's vision.</p>	<p>The Chair of OMERACT Finances oversees the financial management and fiscal health of the organization. The chair's role is to ensure that the organization operates within the approved budget, follows all standard financial procedures, and remains financially stable and sustainable. This role requires a strong background in financial management, strategic thinking, and the ability to work collaboratively within a multidisciplinary team. The chair of finance should demonstrate commitment the Spirit of OMERACT</p>	<p>The Chair of OMERACT Methodology is responsible for leading and overseeing the development, implementation, and refinement of methodologies applied in the organization's research and operations. This role requires a deep understanding of research methodologies, a commitment to scientific rigor, and strong leadership skills to guide the methodological direction of the organization. This position includes the responsibilities of managing the senior methodologist of OMERACT. The chair of methodology should demonstrate commitment the Spirit of OMERACT</p>	<p>The Chair of OMERACT Patient Research Partners is responsible for facilitating active involvement of patients in all stages of OMERACT's research and operational processes, ensuring their perspectives are heard, respected, and integrated. This role requires exceptional interpersonal skills, a deep understanding of patient advocacy, and a commitment to inclusivity and co-production in health research. The chair of patient research partners should demonstrate commitment the Spirit of OMERACT</p>	<p>The Deputy Chair of OMERACT performs an essential role in assisting the Chair in managing the organization's operational and strategic goals. This role involves acting as the Chair in their absence, ensuring continuity and efficiency within the management structure. The Deputy Chair role requires excellent leadership skills, a strong understanding of OMERACT's mission and objectives, and the ability to work closely and effectively with other members of the Management Group and the wider organization. The deputy chair should demonstrate commitment the Spirit of OMERACT</p>

Key Responsibilities:	<p>Leadership: Provides overall leadership and strategic direction for OMERACT, working closely with the Management Group and other collaborators to fulfill the organization's mission and objectives.</p>	<p>Financial Oversight: Oversee financial functions of OMERACT, including budgeting and financial planning.</p>	<p>Methodological Leadership: Provide strategic direction and leadership in the design and implementation of robust, ethical, and innovative methodologies across OMERACT's activities. Represent the OMERACT Management Group on the OMERACT Technical Advisory Group as a Chair.</p>	<p>Collaboration: Work closely with other members of the Management Group and OMERACT community to foster an inclusive and respectful environment that values patient contributions. Represent the OMERACT Management Group on the Patient Research Partner Support Team as chair.</p>	<p>Assist the Chair: The Deputy Chair provides support to the Chair, assisting in the implementation of strategic plans and organizational goals. This may involve managing tasks on behalf of the Chair, preparing reports, or providing input on key decisions.</p>
	<p>Strategic Planning: Leads the execution of the strategic plan, aligning it with the mission and vision of OMERACT.</p>	<p>Financial Reporting: Review and present annual financial report for the OMERACT Management Group, detailing income, expenditure, and any variations from the budget.</p>	<p>Research and Development: Oversee and contribute to the development of novel methodological approaches that can enhance the quality and impact of OMERACT's work.</p>	<p>Guidance and Support: Provide guidance and support to Patient Research Partners to help them effectively participate in and contribute to OMERACT's work.</p>	<p>Stand-In for Chair: The Deputy Chair will stand in for the Chair during any period of absence, taking over all regular duties.</p>
	<p>Representation: Serves as a key ambassador for OMERACT, representing the organization at external meetings, conferences, and other events, and fostering relationships with key collaborators.</p>	<p>Budget Development: Oversee the development of OMERACT's annual and biennial conference budgets, collaborating with other management group members and staff to understand the financial needs of each department or initiative.</p>	<p>Guidance and Support: Offer expert methodological guidance and support to various OMERACT Working Groups.</p>	<p>Advocacy: Champion the role and importance of patient perspectives within OMERACT and advocate for the inclusion and amplification of patient voices in all relevant contexts.</p>	<p>Communicate and Collaborate: The Deputy Chair is expected to maintain open and effective communication with all OMERACT members, working groups, and collaborators, facilitating collaboration and ensuring that all parties are informed and working towards the same goals.</p>

	<p>Communication: Ensures clear communication between the Management Group and other organizational bodies, collaborators, and the wider OMERACT community.</p>	<p>Financial Advocacy: Advocate for the organization's financial needs and strategies with internal and external collaborators, including potential funders and financial institutions. Represent the OMERACT Management Group on the OMERACT Business Advisory Group as a Chair.</p>	<p>Collaboration: Collaborate effectively with other members of the Management Group, as well as the broader OMERACT community, to ensure that methodological approaches are integrated effectively into all aspects of the organization's work.</p>	<p>Partnership Development: Lead the development and management of meaningful partnerships with patient communities, enhancing their active involvement in OMERACT's activities.</p>	<p>Support Other Roles: The Deputy Chair is also expected to work closely with other roles within the organization, providing support and guidance as needed. This could involve working with the Chair of OMERACT Finances to review budgets, or collaborating with the Chair of OMERACT Patient Research Partners to ensure patient perspectives are well-represented.</p>
	<p>Guidance: Provides guidance and support to other members of the Management Group and OMERACT, fostering a collaborative and inclusive culture within the organization.</p>	<p>Collaboration: Work collaboratively with other members of the management group and staff to integrate financial management into all aspects of the organization's work.</p>	<p>Advocacy: Promote the value of rigorous methodology in achieving OMERACT's objectives, both within and outside the organization.</p>	<p>Policy Development and Implementation: Contribute to the development and implementation of policies and practices that promote and protect the rights and interests of Patient Research Partners.</p>	<p>Participate in Strategic Planning and Review: As a key member of the OMERACT Management Group, the Deputy Chair is actively involved in strategic planning and regular reviews of OMERACT's direction and progress.</p>