**Key Roles and Responsibilities for A GP for Me Project**

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| **ROLE** | **RESPONSIBILITIES** |
| **Executive Lead (EL)** | * provides project oversight
* attends advisory meetings
* responsible for matters related to human resources and financial management
* supports the project management team
* helps with project matters such as allocating resources, scope clarification, progress monitoring, and influencing others in order to benefit the project and supporting alignment with other initiatives where appropriate
* meets weekly with the Project Lead to discuss project status
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| **A GP for Me Physician Lead** | * co-leads project development, scope and plan
* co-chairs advisory committee meetings
* advocate and promote the benefits of pursuing this project
* seeks project support from board and members
* develops meeting agendas with the Project  Lead
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| **Project Lead** | * co-chairs advisory committee
* chairs working groups
* day to day responsibility for the project
* co-lead for developing project strategy, scope and plan
* primary liaison to stakeholders
* manages the delivery of project outcomes & responsible for project status
* maintain timelines, scope and budget per project plan
* defines tasks and assigning responsibility
* monitoring quality and performance
* responsible for identifying  issues & risks to working group and Executive Lead
* weekly meetings with the Executive Lead
* ensures data collection
* drafts and submits monthly summary report from the advisory and working groups
* prepares content for website update and reviews with EL for approval
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| **Admin Assistant** | * arranges bookings for meetings and events
* takes minutes, composes correspondence, reports, briefing notes, and a variety of documents
* creates, edits and formats templates and documents
* updates website as directed
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| **Evaluator** | * develop tools if required for data collection
* analyse assessment data and prepare report with recommendations – review with the Project Lead, Executive Lead, Physician Lead and the working groups
* assists with environment scan
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| **Interior Health Reps** | * reps from HA to assist with the assessment and planning phase with the goal of supporting alignment of IH Initiatives where appropriate i.e.: MHSU primary health clinic, data collection
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| **MOA** | * participate in working groups as appropriate
* provide advice on office practices and experiences
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| **Aboriginal Representative (s)** | * participate in working groups as appropriate
* bring the aboriginal perspective to the group
* provide feedback on clinic trial at the OIB centre
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| **Patient Representatives** | * add patient perspectives to discussions in advisory committee and working groups
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