**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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **MOA** | * participate in working groups as appropriate * provide advice on office practices and experiences |
| **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 |
| **Patient Representatives** | * add patient perspectives to discussions in advisory committee and working groups |