

Primary Care Asthma & COPD Program

Executive Committee Terms of Reference

Background

The Primary Care Asthma & COPD Program (PCAP) Executive Committee (the Executive Committee) is a cross-representative body that facilitates coordination between the Lung Health Foundation (LHF), the PCAP Coordinator Committee, the PCAP Site Lead Committee, and the PCAP Advisory Committee.

Purpose

The purpose of the Executive Committee is to serve as an operational forum that facilitates effective communication and coordination among all governance tables. It plays a central role in ensuring key messages, priorities, and directives are consistently communicated across all levels of the program.

The Executive Committee also serves as a platform for dialogue on policy implications and program innovations. Its collaborative structure promotes shared leadership and enables agile responses to evolving circumstances, thereby supporting the continuous improvement and sustainability of the program.

Ultimately, the Executive Committee ensures that governance structures are upheld, accountability is maintained, and that all program components are effectively aligned to achieve high-quality outcomes for patients, providers, and the health system as a whole.

Roles & Responsibilities

Lung Health Foundation

As Secretariat LHF will:

- Lead the planning and facilitation of Executive Committee meetings, shaping agendas in collaboration with Committee members and guiding discussions toward clear decision-making.
- Drive meeting effectiveness by ensuring timely scheduling, development of pre-read materials, and solutions-oriented dialogue.

- Own the documentation of key discussions, decisions, and action items, maintaining oversight of follow-through to ensure accountability and execution.
- Proactively manage and track all action items, working with members between meetings to advance priorities and remove barriers to progress.
- Act as the central coordination and alignment hub across the the Coordinator Committee, Site Lead Committee, and Medical Director, ensuring seamless communication and integration of efforts.
- Identify, triage, and escalate issues from PCAP stakeholders, driving prioritization, decision-making, and resolution pathways.
- Monitor and actively drive progress on strategic initiatives and key deliverables, providing regular updates to inform decisions and sustain momentum.

Membership

The Executive Committee is composed of:

- LHF representation
- The Current Chair of the PCAP Coordinator Committee
- The Current Chair of the PCAP Site Lead Committee
- The PCAP Medical Director

Meetings

The Executive Committee meets quarterly, or more frequently if required. Meetings are held fully virtually.

Term

Members serve on the Executive Committee for the duration of their role within their respective committee or organization. The Chairs of the Coordinator Committee and the Site Lead Committee, as well as the Medical Director automatically hold their seats during their respective terms. LHF staff membership is determined internally by LHF.

Confidentiality & Intellectual Property

The information shared at the PCAP Executive Committee is confidential unless stated otherwise in discussions. Disclosure of membership on other relevant committees and



conflicts of interest is required. All PCAP materials are the property of the Lung Health Foundation. Contributors to the development of the materials will be acknowledged.