



## **Program Office**

The OMBI Program Office is accountable to the Management Committee with direction coming from the OMBI Board, Management Committee and/or the Co-Chairs acting on behalf of the Management Committee. The Office includes consists of a Program Manager, Administrative Coordinator and Data Analyst. All members of the Program Office have the responsibility to support the Management Committee, all OMBI partner municipalities, Expert Panels and the Financial Advisory Panel.

### **Advisory and Strategic Roles and Responsibilities of the Program Office**

- Develop the annual work plan and budget for review and recommendation by the OMBI Management Committee to the OMBI Board
- Implement elements of the Board approved annual work plan assigned by the Management Committee
- Provide advice, proposals, research initiatives and recommendations that advance the work of OMBI to the Management Committee for their consideration
- Assist with, and/or develop support material and presentations for any case studies or other analysis the Board may ask the Management Committee to prepare/present
- Participate in OMBI special projects and subcommittees and support the work of these groups as directed by the Management Committee
- Generally be the first point of contact for OMBI with all external bodies, agencies, non-OMBI municipalities, researchers and other interested parties, and report to Management Committee those noteworthy contacts
- Prepare regular reports, as directed and required by the Management Committee to track progress and timing of key projects and priorities, and status of other initiatives that may have been deferred and budget variance reports
- Attend meetings as directed by the Management Committee

### **Roles and Responsibilities of the Program Office Regarding the Operation of OMBI as an Entity**

- Analysis of data and report preparation for joint OMBI reports and other work as directed by the OMBI Management Committee
- Prepare and maintain program maps of service areas (along with Management Committee)



- Maintain and communicate / distribute key supporting documents (data dictionaries, listing of measures, program mapping, contact lists, etc.) that support the annual data collection process as well as develop key background materials such as orientation binders and training courses
- Develop any required OMBI communication strategy for approval of the Management Committee and implement that strategy, including liaison with communication experts in the OMBI municipalities
- Provide day-to-day administration, payment processing and accounting of OMBI budget subject to approval of Management Committee Chairs (e.g., quarterly variance reports) and coordination with the host municipality
- Adhere to the operational policies and procedures as established by the Management Committee
- Provide logistical support and coordination of meetings, including scheduling, agendas, minutes, etc.
- Manage and update the OMBI website to keep it current
- Provide support to the municipality hosting the OMBI Data Warehouse for its maintenance and enhancement
- Prepare contracts, RFP's and other documents as required for OMBI conforming to the policies and procedures of the host municipality