



**POSTGRADUATE MEDICAL EDUCATION
ADVISORY COMMITTEE
TERMS OF REFERENCE**

Mandate

The Advisory Committee is the Associate Dean’s executive-level committee. It is a subcommittee of the Faculty Postgraduate Education Committee (FPGEC). Acting in an advisory capacity, it provides high-level executive review of policies, procedures, and other educational matters prior to their referral to the Faculty Postgraduate Education Committee (FPGEC, a voting committee composed of all Program Directors), for review and ultimate ratification.

Roles and Responsibilities

The roles and responsibilities of the Advisory Committee include the following:

- a) To advise on issues related to governance, administration, education, or financial oversight
- b) To serve as a forum for discussion of opportunities or issues related to the educational and research missions of PGME
- c) To provide input toward the strategic direction of PGME
- d) To review policies, procedures, and guidelines with a PGME-wide impact
- e) To advise on issues brought forward by the PGME community

Reporting Structure

The Committee is Chaired by the Associate Dean, PGME. It is a subcommittee of the Faculty Postgraduate Education Committee (FPGEC).

Membership

Membership of this committee includes:

Member	Function	Voting privileges
Associate Dean, (Chair)	Chair	No (tie breaker only)
Chair, Faculty Postgraduate Promotions Committee	Ex-Officio	Yes
Assistant Dean, Fellowships	Ex-Officio	Yes
Assistant Dean, CBME	Ex-Officio	Yes
Assistant Dean, Curricula	Ex-Officio	Yes
Assistant Dean, Admissions, Equity and Enrollment	Ex-Officio	Yes
Assistant Dean, Accreditation	Ex-Officio	Yes
Assistant Dean, Resident Affairs	Ex-Officio	Yes
Director, Distributed Medical Education	Ex-Officio	Yes
Assistant Dean, Faculty Development	Ex-Officio	Yes
Vice-Dean and Director, Campus Outaouais	Ex-Officio	Yes
President, Association of Residents of McGill (ARM)	Ex-Officio	Yes



Director, Administration and Operations	Ex-Officio	Yes
Program Director, Representative of Royal College of Physicians and Surgeons of Canada	Appointed	Yes
Program Director, Representative of College of Family Physicians of Canada	Appointed	Yes
Associate Director, Operations for Postgraduate Medical Education	Ex-Officio	No
Associate Director, Admissions	Ex-Officio	No
Advisor to Associate Dean	Ex-Officio	No
Secretary	Ex-Officio	No

Term of Office

Ex-officio members are appointed for their Term of Office. Appointed member terms are four (4) years, renewable once.

Conduct of Meetings

Meeting Frequency

The Committee meets three times (3X) per year for 1 hour during the months of September-June. Additional meetings can be called by any member for urgent issues. The Chair may convene additional meetings when necessary. In the event of unavailability for a meeting, voting members may appoint an appropriate delegate to represent and vote on their behalf, subject to the approval of the Chair.

The committee is supported by the committee secretary (non-voting member). An agenda is provided for each meeting, and minutes are recorded and distributed electronically to members.

Voting Procedure

Voting is required for substantive decisions or for decisions that do not reach a consensus. The Chair may propose or second a motion but will not vote, except when necessary to break a tie. Decisions will require a simple majority (50%+1) of voting members present (virtual or in-person). An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

Quorum

To attain the quorum, the Committee must be represented by at least 50% + 1 member.



History: Since onsite accreditation visit 2019

Approved by Advisory Committee:

- Revised: 2022-09-05
- Reviewed and Updated: 2023-01-19
- Reviewed and Updated: 2024-05-31
- Reviewed and Updated: 2024-06-04
- Reviewed and Updated: 2025-02-14

Approved by FPGEC: 2022-09-15