



## 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, administrative, 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:

##### Ex Officio

1. Associate Dean, PGME, Chair
2. Assistant Dean, Fellowship
3. Assistant Dean, CBME
4. Assistant Dean, Curricula
5. Chair, Faculty Postgraduate Promotions Committee
6. Assistant Dean, Resident Affairs
7. Assistant Dean, Distributed Medical Education
8. Assistant Dean, Accreditation
9. Vice-Dean and Director, Campus Outaouais
10. Assistant Dean, Faculty Development
11. President, Association of Residents of McGill (ARM)
12. Director, Administration and Operations (non-voting)
13. Advisor to Associate Dean, PGME (non-voting)



## Appointed

1. Program Director, Representative of Royal College of Physicians and Surgeons of Canada
2. Program Director, Representative of College of Family Physicians of Canada

## 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 once, every two (2) months for 1 hour during the months of September-June. Additional meetings can be called by any member for an urgent issue.

The Chair may convene additional meetings as and 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 will be 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 quorum, the Committee must be represented by at least 50% + 1, members.

### History:

#### Advisory Committee:

- Revised and approved: 2018-12-12
- Revised and approved: 2022-09-15
- Updated: 2023-01-19

#### FPGEC

- Approved: 2022-09-15