



POSTGRADUATE MEDICAL EDUCATION RESOURCE ALLOCATION COMMITTEE TERMS OF REFERENCE

Mandate

The Resource Allocation Committee (RAC) provides guidance and support to the Associate Dean, PGME in matters pertaining to requests for additional allocation budgets for residency and fellowship programs.

Roles and Responsibilities

The roles and responsibilities of the Resource Allocation Committee include the following:

- a) To review and advise resource allocation fund distribution for programs
- b) To review the appropriateness of various resources requested
- c) To serve as a forum for discussion and provide advice to the Associate Dean, PGME on issues related to resource allocation

Reporting Structure

The Committee is Chaired by the Associate Dean, PGME. **It is a subcommittee of the Advisory Committee.**

Membership

Membership of this committee includes:

Member	Function	Voting privileges
Associate Dean, (Chair)	Chair	No (tie breaker only)
Assistant Dean, CBME	Ex-Officio	Yes
Assistant Dean, Admissions, Equity and Enrollment	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
Finance Manager	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 (3) times per year, for 1 hour during the months of September-June. 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 a 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 a quorum, the Committee must be represented by at least 50% + 1, members.

History: Since onsite accreditation visit 2019

Approved by: Resource Allocation Committee:

- Revised and approved: 2019-06-03
- Reviewed and updated: 2023-02-23
- Reviewed and updated: 2023-05-10
- Reviewed and updated: 2024-06-04
- Reviewed and updated: 2025-02-14

Approved FPGEC: 2022-09-15