



TERMS OF REFERENCE

Wellness Subcommittee

Approved By: MDCM Program Committee

Approved On: September 18, 2023



Mandate

The Wellness Subcommittee is delegated authority and responsibility by the MDCM Program Committee. The Wellness Subcommittee oversees the wellness, career, financial curriculum of the MDCM Program. The Wellness Subcommittee is also an advisory committee to the MDCM Program Committee on student wellness issues and policies related to wellness issues.

The Chair of the Wellness Subcommittee is the Assistant Dean, Student Affairs.

Committee Roles and Responsibilities

The Wellness Subcommittee reviews data and the literature and makes recommendations to the MDCM Program Committee regarding:

1. Wellness of learners through the design and implementation of curriculum content
2. Career advising
3. Academic advising related to wellness
4. Financial planning
5. Accommodation
6. Access to student services and healthcare resources.

It is also responsible for reviewing the internal and external evaluation data related to these topics.

(CACMS Elements 9.10, 11.1, 11.2, 12.1, 12.3, 12.4, 12.5)



Reporting Structure

The Subcommittee Chair is scheduled to report at an MDCM Program Committee meeting once per academic year and submits a written report or a presentation to the MDCM Program Committee annually. In addition to scheduled reporting, the Chair may request that items be added to the MDCM Program Committee agenda.

Membership

Member	Functions	Voting privileges
Assistant Dean, Student Affairs <i>The Director of Student and Resident Affairs, Campus Outaouais is approved as delegate to chair a meeting in the absence of the Assistant Dean, Student Affairs.</i>	Chair	Yes
Staff member from the Office of Medical Learner Affairs	Secretary	No
Director of Student and Resident Affairs – Campus Outaouais	Ex officio	Yes
UGME Wellness Consultants -one from Montreal Campus -one from Campus Outaouais	Ex officio	Yes
UGME Career Advisors -one from Montreal Campus -one from Campus Outaouais	Ex officio	Yes
Students: <ul style="list-style-type: none"> • MSS VP Wellness, Montreal Campus • MSS VP Wellness, Campus Outaouais 	Ex officio	Yes
1 MDCM Program Course Director, from either Campus	Ex officio	Yes
Associate Dean, Undergraduate Medical Education *	Ex-officio	No
Directrice de programme EMPC, Faculté de médecine — Campus Outaouais *	Ex-officio	No
Assistant Dean, Undergraduate Medical Education *	Ex-officio	No

*Invited to all meetings and receives all agendas, minutes, and other documentation, but is not expected to attend all meetings



Term of Office

Ex-officio members remain on the subcommittee for their term of office. For all other members, the term of office is 3 years (renewable once).

Conduct of Meetings

Meeting frequency and functioning

There shall be no less than two meetings during the academic year. Additional meetings may be convened by the Chair as and when necessary.

Discussion at the subcommittee will be bilingual; members and invited guests are welcome to address the Committee in the language of their choosing.

Minutes will be recorded in English and distributed electronically to all members.

External experts and consultants (e.g., members from the Scholarships and Student Aid Office and the McGill Student Wellness Hub, faculty, students, residents, and other members of the University community or visiting academics) may be invited on an ad hoc basis for specific discussions, at the discretion of the Chair.

Quorum

50%+1 of voting members must be present (in person or by remote connectivity) in order to achieve quorum.

Voting procedure

The Chair will aim to build consensus; however, final recommendations will be determined by voting.

A motion shall pass with the support of a simple majority (50%+1) of voting members present.

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.