

## Section of Residents Council Terms of Reference

(Approved by CFPC Board of Directors: November 2019)

### BACKGROUND

The Section of Residents consists of all residents from across Canada's 17 family medicine programs.

The Section of Residents (SoR) Council is the governing body of the Section of Residents. It is a national standing committee of the Board of the CFPC, composed of R1 and R2 representatives from each family medicine program.

### PURPOSE

The purpose of the SoR is to shape the national perspective on family medicine education and training, championing advocacy and research in Canada from the resident perspective.

### RESPONSIBILITIES

- Provide a resident's perspective to the CFPC national and provincial committees on the state of residency in Canada and improving training.
- Participate in the development of policies affecting residency and future practice.
- Improve and facilitate communication between family medicine residents, family medicine programs, committees within the College of Family Physicians of Canada, and relevant medical bodies at all levels (local, provincial, national, and international).
- Support the identification, development and dissemination of emerging resources for family medicine residents.
- Engage actively in the curriculum development process including program content, research, and teaching, and maintain an active voice in the development and implementation of national accreditation and certification for practice.

- Advocate for family medicine residents to have an effective voice at the national level regarding resident policy issues.

## **TYPE OF COMMITTEE**

The Section of Residents Council is a national standing committee of the CFPC Board of Directors.

## **COMMITTEE MEMBERSHIP**

Two selected members (either by election or identified by the program) who are in good standing from each university-based family medicine residency program sit on the Council. The selected resident is to speak with a unified voice reflecting the perspectives of their individual program. Each year, one R1 member is selected from each residency program annually and serves on the Council for a two-year term, continuing into their R2 year. In addition, the Section of Medical Students appoints a representative. Finally, a representative from a Category one or Category two enhanced skills program is appointed by the Council when deemed appropriate. The enhanced skills reappointment to be reviewed annually.

### **Observers**

A non-voting representative from the Resident Doctors of Canada (RDoC), the Fédération des résidents du Québec (FMRQ), and the American Academy of Family Physicians (AAFP) are invited to attend Council meetings.

## **ACCOUNTABILITY AND AUTHORITY**

The Section of Residents Council will report to the CFPC Board of Directors while also considering the important consultative function of the Family Medicine Specialty Committee.

The Section of Residents Council Executive Committee is comprised of eight members: Chair, Vice-Chair, Executive Lead External, Executive Lead Internal as well as the Chair-Elect, Vice Chair-Elect, Executive Lead External-Elect, and Executive Lead Internal-Elect.

Members are expected to attend and be active participants in two annual in person Council meetings and two teleconferences each year. Additionally, members provide reports as directed and communicate with their local programs. A member who is not able to attend a meeting will be expected to provide advance notice of their absence and find an alternate from their program. A member who fails to attend a meeting or select an alternate (barring extraordinary circumstances) will be expected to resign from Council and may be asked to assist with the selection of a replacement Council member.

## **TERM OF OFFICE**

- The term of office for selected members is two years.
- The term of office for appointed members is one year, with option for renewal at the discretion of the Executive Committee.
- Terms of Reference / Membership is to be reviewed annually.
- The Chair-Elect and Vice Chair-Elect are elected at the annual Fall meeting of the Council. The Chair-Elect and Vice Chair-Elect assume the Chair and Vice-Chair's responsibilities, respectively, at the end of June annually.

## **WORKING GROUPS:**

The Section of Residents Council has several working groups dedicated to working on projects that help in fulfilling the mandate of the SoR. These working groups can be tailored as deemed necessary by the Council to ensure that the mandate of the Council is achieved. Working groups will be led by an Executive member and each member of Council will serve on one working group.

In addition to participating in Council meetings, all working group members will have individual working group teleconferences to advance the work of their individual working groups.

## **Support Staff**

Director, Education  
Manager, Education  
Education Projects Coordinator  
Administrative Assistant, Education