Fellowship Affairs Committee

Role
The Fellowship Affairs Committee (FAC) is a standing committee of Council. It reports to Council through the Executive Committee of Council. The committee addresses a wide spectrum of issues pertinent to Fellows and the Royal College. To this end, the Committee receives recommendations and reports from its sub-committees and determines the appropriate course of action. The FAC also serves as one mechanism for the membership to provide input to Council and other Royal College committees on College programs and policies.

Responsibility and Authority
The FAC:

- receives and acts on reports and recommendations from the following sub-committees
  - Regional Advisory Committees
  - Awards Committee
  - History & Heritage Advisory Committee
- recommends policies and new or substantively revised terms of reference for awards to Council;
- addresses issues with regard to membership and affiliate services, including status and categories;
- recommends policies, reviews plans and provides advice with regard to the various vehicles used for communications with the Fellows and affiliates, including Royal College publications and its web site;
- informs and provides advice, as needed, to various Royal College committees on programs, policies or other specific matters that relate or are of concern to the members;
- adjudicates Honorary Fellowship nominations and recommends recipients to Council; and
- reports to Council on matters of concern to the Fellowship.

Composition
The FAC has 19 voting members. The members are the chair and:

- the chairs of the Regional Advisory Committees (RACs) (5);
- one member-at-large from each region, the United States, and outside North America with an interest in the affairs of the Royal College (7);
- the chair of the History & Heritage Advisory Committee;
- the chair of the Awards Committee;
- one specialty resident from Resident Doctors of Canada (RDoc);
- one specialty resident from the Fédération des médecins résidents du Québec (FMRQ);
- One medical student from the Canadian Federation of Medical Students (CFMS); and
- One medical student from the Fédération médicale étudiante du Québec (FMEQ)

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Last approval and review conducted by Council on June 21-22, 2018 (Resolution No. 2018/19-10)
The two specialty residents shall be affiliates of the Royal College and identified by RDoC (1) and the FMRQ (1).

The two medical students shall be identified by the CFMS (1) and the FMEQ (1).

**Key Competencies and Characteristics**
Committee members should possess knowledge and have experience across multiple membership issues including needs assessment, policy development, communications, recruitment and retention, and promotion of value. Committee members should serve as advocates for the mission, vision and strategic priorities of the Royal College.

**Term of Office**
The usual term of office of the chair is two years renewable once (maximum 4 years). As a standing committee of Council, the Chair of the FAC is appointed by Council from among its current members (Bylaw No. 20, Article 15.1.1).

The usual term of office of members is two years, renewable twice (maximum 6 years), except for the chairs of FAC subcommittees whose terms are two years renewable once (maximum 4 years). The terms of office take effect as stipulated so long as the member’s total years of service on the committee do not extend beyond 10 years.

All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled.

**Meetings**
The committee usually meets face-to-face twice per year.

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one). The chair is counted as a voting member in constituting quorum. However, as the presiding official of the committee, the chair does not move motions. Furthermore, the chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members are permitted to download a copy of committee materials for use solely for the purposes of the Committee. All downloaded materials must be deleted once used for the intended purpose.