

## Regional Advisory Committees

### Role

Each Regional Advisory Committee (RAC) is a sub-committee that reports to the Fellowship Affairs Committee (FAC). The RACs provide regional perspectives on initiatives, plans, and strategic priorities in medical education, professional development and health policy, and contribute to the development of strategies that enhance the value and relevance of the Royal College to its Fellows and Affiliates.

### Responsibility and Authority

The responsibilities of each RAC include but are not limited to:

- identifying regional issues relevant to the practice of specialty medicine, medical education, and health policy for action by the Royal College;
- promoting effective communication with regional members;
- facilitating regional members' ability to share their perspectives, strategies or solutions within areas of common interest;
- supporting the continuing professional development mandate of the Royal College through collaboration with regional CPD Educators and other regional partner organizations;
- identifying and supporting the development of regional members with the experience, skills and expertise to serve in various volunteer roles with the College; and
- adjudicating regional awards and identifying potential nominees from the region for the Royal College's James H. Graham Award of Merit.

### Composition

Each RAC has between 11-14 voting members, including the chair. All members must be Fellows in good standing, with the exception of the resident members, medical student members, and member(s) representing a Faculty of Medicine. Member(s) representing a Faculty of Medicine may be Fellows, family physicians, or non-MDs holding academic or CPD appointment. Each RAC Chair must also be an elected member of Council from the relevant region<sup>1</sup>.

The Chair of each Regional Advisory Committee also participates as a member of the Fellowship Affairs Committee.

The specific composition of each RAC should be reflective of diverse perspectives, and shall be determined as appropriate. However, each committee should include:

- members from both the Divisions of Medicine and Surgery;

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<sup>1</sup> When appropriate for continuity, the outgoing Chair may remain involved with the RAC as an ex-officio non-voting member for one year, in order to assist with the transition to a new Chair.



- at least one member practicing in each province within a defined region or practicing in different areas of a single province;
- at least one member practicing in a semi-urban or rural community;
- at least one member from a Faculty of Medicine in the region with expertise in postgraduate medical education and continuing professional development; and
- at least one and not more than four regional CPD Educators (where such Educators exist in a region; typically the CPD Educator closest to the meeting location attends);
- one specialty resident from the region who is an affiliate of the Royal College and is identified by Resident Doctors of Canada (RDoC) or Fédération des médecins résidents du Québec (FMRQ). In regions for which there are multiple Provinces represented, more than one resident may attend a RAC meeting, however, the voting member shall be the resident representing the province in which the meeting is being held.
- One Medical Student representative from the region, appointed by the Canadian Federation of Medical Students or, for RAC 4, the Fédération médicale étudiante du Québec.

## Key Competencies and Characteristics

RAC members will have demonstrated interest, experience or expertise in one of the following areas: medical education, continuing professional development, health policy, or governance.

## Term of Office

The usual term of office of the chair is two years, renewable once (maximum four years). The usual term of office of RAC members is two years, renewable twice (maximum six years). All terms shall begin and end at the time of the Annual Meeting of the Members when vacancies need to be filled. 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.

CPD Educators join the RACs as part of their contracted services with the Royal College and thus the above-noted terms of office do not apply to individuals in those roles.

## Meetings

There will be at least one and typically two face to face meetings each year with additional meetings held via electronic means as needed. Teleconferences, webinars, or videoconferences will be developed at the discretion of the chair. In addition RAC members participate in the Fellowship Affairs Summit, held every 12 – 24 months, usually in Ottawa.

Face to face meetings may occur on a week day or on a weekend day to promote personal / professional life balance and respect the clinical obligations of RAC members.

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.