

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, professional practice 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:

- contributing to the achievement of activities identified in the annual RAC work plan,
- identifying and where appropriate, making recommendations to FAC, regional issues relevant to the practice of specialty medicine, medical education, professional practice and health policy for action by the Royal College;
- provide Council, through the FAC, with regional feedback on Royal College programs and policies;
- promoting effective engagement and communication with regional members, and where applicable, residents and medical students;
- facilitating regional members' ability to share their perspectives, strategies or solutions within areas of common interest (for example by participating in and helping promote Royal College surveys, meetings or consultations);
- 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 Royal College; and
- promoting, adjudicating and, where appropriate, presenting 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 of the Royal College 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 region¹.

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

¹ 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.



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;
- 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/or 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 a program in 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: membership services, member engagement, medical education, continuing professional development, health policy, or governance.

Committee members should possess the ability and willingness to meet the strategic directions of the Royal College and the willingness to participate effectively in committee meetings.

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). Resident and Medical Student appointees are identified by their respective association, ideally for a term of two years (non-renewable).

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. Should a CPD Educator wish to continue as a voting member on the RAC following the end of their contract as a CPD Educator, the total combined terms shall not exceed ten years.



Meetings

There will be at least one and typically two face to face meetings each year, either regionally, or in a location that facilitates RAC members' attendance at a Royal College conference or Summit, with additional meetings held via electronic means as needed. Teleconferences, webinars, or videoconferences will be developed at the discretion of the chair.

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. Every question shall be decided by a majority of the votes cast. In the event of a tie vote, the question shall be defeated. When a committee is called to make a decision outside of a meeting by e-ballot, the same rules apply.

Appointment to a Royal College committee carries significant responsibilities, and all committee members are expected to adhere to the Volunteer Code of Conduct. In addition, committee members are required to maintain absolute discretion and not divulge, re-produce, or release any confidential information except when authorized by the Royal College. Committee members may download a copy of committee materials for the sole purpose of participating in committee work. All downloaded materials must be deleted once the related committee work is completed. The Royal College retains copies of committee materials should committee members wish to access them at a later time for related work.

Committee work product

In the course of performing their committee duties, committee members may produce or contribute to materials, content or other work products. These work products and the related intellectual property will be owned by the Royal College. The Royal College is open to discussing other ownership arrangements for specific projects. Alternative arrangements must be confirmed in writing by the project contributors and the Royal College.

TOR record

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