

## POSTGRADUATE ADMINISTRATORS ADVISORY COMMITTEE (PAAC)

### TERMS OF REFERENCE – SUMMARY OF CHANGES

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#### **Reason for Update:**

The Terms of Reference are reviewed every two years. Prior to this revision we had three documents that contained similar information (Terms of Reference, Recruitment Policy and Roles and Responsibility). The revised Terms of Reference combine all three documents.

#### **General Updates:**

General formatting was done to help with the flow of the document.

#### **Membership:**

The membership section was modified to include who makes up the Executive, Members-at-Large, and U of T Representation (which was taken from Roles and Responsibilities)

#### **Term:**

Wording around being reappointed for a second or third term was revised to make it clearer. Wording around recruitment and renewal was added based on the Recruitment Policy.

#### **Recruitment and Eligibility:**

This is a new section that was added based on the Recruitment Policy. This section outlines the process for renewal and recruiting new members and new executive.

#### **Responsibilities:**

This section includes the attendance requirements as well as the information that was included in the Roles and Responsibilities document. The Responsibilities were also updated.

Chair responsibilities added:

- Provide dates for the Information Sessions to PGME at the beginning of each academic year with topics confirmed by September 1
- Prepare budget at beginning of each academic year in consultation with the Executive for approval by PGME
- Prepares and presents an annual report on PAAC activities at PGMEAC
- Review Terms of Reference at the beginning of the term, seek approval from the committee as required

Vice Chair responsibilities added:

- Assist Chair with preparing budgeting at the beginning of each academic year
- Sits on BPEA as the PAAC representative.

Secretary responsibilities added:

- Administering the nomination and election process
- Assist Chair with preparing budget at the beginning of each academic year

Members-at-Large responsibilities added:

- Participate as a Lead for at least one PAAC subcommittee including
- Review PAAC Award criteria and nomination process and adjudicate the awards
- Plan Program Administrators Information Sessions throughout the year including the end of year appreciation event

PGME Representation responsibilities added:

- Clarification around the logistical
- Clarification around sending communication on behalf of PAAC as appropriate to the Temerty

Faculty of Medicine

- Approves budget for the academic year
- Provides data to PAAC Executive for the annual report

**Quorum:**

Updated to be aligned with PGMEAC's wording for quorum

**Frequency of Meetings:**

Updated as meeting occur monthly (previously every two months).

**Reporting:**

Revised wording to include the annual report to be provided to PGMEAC usually at the October meeting.



## POSTGRADUATE ADMINISTRATORS ADVISORY COMMITTEE (PAAC)

### TERMS OF REFERENCE

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#### **Purpose**

The committee will provide collaborative support, orientation, and essential knowledge pertaining to the medical education administrator role. The committee will provide advice to the Postgraduate Medical Education Advisory Committee (PGMEAC) on enhancing program support for administrators in academic departments, medical education and training sites affiliated with postgraduate medical education.

#### **Membership**

The committee is composed of a core group of administrators representative of the departments, disciplines, training sites and roles in postgraduate medical education administration. Members must be working at the University of Toronto and/or one of the training sites affiliated with the University of Toronto, Temerty Faculty of Medicine. All Committee members are required to participate in at least 75% of the scheduled meetings.

#### Executive

- Chair
- Vice Chair
- Secretary
- Past Chair

#### Members-at-Large

- A maximum of 15 Members-at-Large (site and specialty diverse)

#### University of Toronto Representation

- 1-2 members from Postgraduate Medical Education (or delegate)

#### **Term**

Members are appointed to a role for a term of 2 years. Members may be appointed to a second, but not third consecutive term, in the same role except for Vice-Chair or Secretary, which would be a two-year commitment. Within the first three months of the term, any member may resign (or be asked to resign by the Executive) if they are not meeting the obligations outlined in the Terms of Reference.

Members nearing the end of their first term will be notified by the Secretary and asked to indicate their intention to renew for a further term. Members must have attended at least 75% of all meetings to be brought forward for consideration.

#### **Recruitment and Eligibility**

##### Executive

Recruitment for the Executive will begin a minimum of 6 months prior to the current executive's end of term.

Members-at-Large who wish to be part of the Executive will inform the Chair of their interest in

writing and include a summary of their proposed contributions to the committee and provide the endorsement of their immediate supervisor.

Executive members will be elected by majority vote or acclaimed of the Members-at-Large at a meeting nearing the end of the current Executive's term.

Should no Member-at-Large be interested in a vacant Executive position, the person occupying the role may be renewed by acclamation to extend their current term by one year. In the event there is no one in the role, the remaining Executive will reach out to the Business Operations Managers to solicit an interested candidate.

### Members-at Large

When a position becomes available for a Member-at-Large, an email will be sent to all postgraduate medical education administrative staff within the University of Toronto and/or one of the training sites affiliated with the University of Toronto, Temerty Faculty of Medicine. Administrators wishing to join the committee as a Member-at-Large will write to the Committee Chair and provide the endorsement of their immediate supervisor.

A list of interested candidates will be compiled and reviewed by the Executive. A special in-camera meeting will be held to review endorsed candidates. In the event more than one person from a department or discipline is interested, the committee members will vote at the last meeting of the year by secret ballot. The Secretary will contact all candidates within a week of the vote.

If a Member-at-Large wishes to renew after their first term, they must inform the Secretary prior to their term end along with an endorsement from their immediate supervisor.

Former Executive Members may apply to be a Member-at-Large and will be considered in the same manner outlined above.

### **Responsibilities**

All members are expected to attend at least 75% of meeting during their term and contribute ideas, accept assignments, and complete tasks as per the timeline of the Committee.

Members are also expected to attend the sessions that have been arranged by the Committee during their term. These sessions may include, but are not limited to, New Program Administrators Sessions and Information Sessions.

### Chair

- Chairs all meetings
- Establishes the agenda for all meetings and seeks agenda items from PAAC members
- Follows up on action items identified in the meetings
- Is a formal member of the Postgraduate Medical Education Advisory Committee (PGMEAC) and attends all scheduled PGMEAC meetings and provides a formal report on the Postgraduate Administrators Advisory Committee (PAAC) activities on an annual basis.
- Prepare budget at beginning of each academic year in consultation with the Executive for approval by PGME
- Prepares and presents an annual report on PAAC activities at PGMEAC
- Review Terms of Reference at the beginning of the term, seek approval from the committee as required

### Vice-Chair

- Serves as Chair when Chair is not available to attend meetings
- Assists with the preparation of the annual Report to PGMEAC
- Attend PGMEAC meetings and provide updates when Chair is not available to attend
- Sits on BPEA Committee to represent PAAC
- Assist Chair with preparing budget at the beginning of each academic year

### Secretary

- Establishes meeting schedule and sends calendar invites as outlined in the Terms of Reference and ensures quorum is achieved
- Circulates the agenda to all meetings at least one week prior
- Takes minutes at all meetings and circulates to all committee members within two weeks of the meeting
- Administers the nomination and election process and communicates results
- Liaise with PGME to book room for meetings and order lunch for meetings
- Assist Chair with preparing budget at the beginning of each academic year

### Members-at-Large

- Brings forward issues and ideas for discussion/action
- Reports back to their constituencies/supervisor/Program Director/Program Residency Training Committee
- Participate as a Lead for at least one PAAC subcommittee including
- Review PAAC Award criteria and nomination process and adjudicate the awards
- Plan Program Administrators Information Sessions throughout the year including the end of year appreciation event

### PGME Representation (or delegate)

- Provides logistical support for the committee (meeting rooms, teleconference lines, etc.) to enable the committee to meet regularly, host PA Information Series events including the end of year appreciation event and PAAC awards
- Sends communication on behalf of PAAC to all Program Administrators, Program Directors, All Chairs, as appropriate within the Temerty Faculty of Medicine
- Provides information as required
- Approve budget for the academic year
- Provides data for PAAC annual report to the Executive

### **Quorum**

The PAAC may approve motions or endorse recommendations at a meeting only if 50% or more of its voting membership is present at the meeting.

Generally, decisions are arrived at by consensus following discussion. When consensus is not clearly established and a decision to approve or endorse is required, a simple majority (50% plus 1) of members at the meeting who vote decides the matter. Voting members who are present at a meeting and choose not to vote are counted as part of quorum, but their abstention is not factored in the tallying of votes.

At the discretion of the Chair, a vote may be conducted by electronic means. In order of the vote to be valid, at least 50% of the committee's voting membership must cast a vote. Members who

indicate that they would like to abstain from voting are counted as part of quorum, but their abstention is not factored in the tallying of votes.

For both at-meeting votes and votes by electronic means, the Chair may only vote to break a tie.

### **Frequency of Meetings**

Meetings will be held monthly between September and June of every year or at the call of the Chair.

### **Reporting**

The Committee is advisory to the Associate Dean PGME. The Chair is a member of the Postgraduate Medical Education Advisory Committee. At the end of the academic year the Chair will prepare an annual summary of the work completed by PAAC and present the report normally at the October PGMEAC meeting. This report will be in alignment with the accreditation framework, outline the accomplishments of the committee for the past year, and outline the goals for the upcoming academic year.