

Terms of Reference  
Section of Pediatric Emergency Medicine  
Canadian Association of Emergency Physicians

1±<sup>a</sup> , 201

**Mission Statement:**

The Section of Pediatric Emergency Medicine of the Canadian Association of Emergency Physicians seeks to continually improve the quality of care for pediatric patients advocacy for and recognition of the unique needs of acutely and critically ill children presenting to emergency departments in Canada.

**Goal:**

1. To provide advocate for timely and appropriate access to skilled emergency care for children in Canada.
2. To collaborate with Canadian and international organizations in Canada towards developing the knowledge, education, and research capacity in the subspecialty of pediatric emergency medicine.
3. To participate in the development of educational content in providing care to acutely and critically ill or injured children presenting to emergency departments in Canada.

**Objectives:**

1. Active involvement in the development of knowledge translation (KT) and continuing professional development (CPD) of pediatric emergency medicine topics within CAEP.
2. Development of formalized relationship with the Canadian Paediatric Society (CPS) Section of Paediatric Emergency Medicine and Pediatric Emergency Research Canada (PERC).
3. Development and involvement in advocacy of promoting the unique needs of children receiving emergency care, including policy, guideline, and pathway development.

**Membership:**

1. Membership is open to any member of CAEP who has an interest in pediatric emergency medicine, or who is actively involved in the care of pediatric patients in an emergency department setting in Canada.
2. The Executive of the Section will consist of a Chair, a Vice-Chair, and a Secretary-Treasurer
3. Each Executive position term will last for 2 years, to a maximum of two consecutive terms.
4. Executive positions will be open for nomination at the end of Executive terms at the annual Section Meeting that takes place at the CAEP Annual Conference. Nominations for open positions will be accepted until the commencement of the Section Meeting. Nominations may be made for any Section member, by any Section member. A simple majority vote by members attending the Section Meeting, and by members voting electronically by proxy to the Chair, will elect the Section member to the open contested Executive position. Where there is a single nominee, the position shall be acclaimed.

5. The Section Chair will:
  - a. represent the Section to the CAEP Board of Directors, as a non-voting Board Member.
  - b. act as a liaison with the CPS Section of Paediatric Emergency Medicine.
  - c. act as a liaison with PERC.
  - d. act as the National Specialty Society (NSS) representative to the Specialty Committee for Pediatric Emergency Medicine of the Royal College of Physicians and Surgeons of Canada.
6. The Section Vice-Chair will:
  - a. Support the Chair in overseeing the delegation and completion of tasks required of the Section.
  - b. Support the Chair in representation or liaison roles as listed above where the Chair is not able to attend.
7. The Secretary-Treasurer will:
  - a. Record minutes from the Section Meeting and teleconferences, and distribute minutes to Section members and the CAEP Head Office.
  - b. Distribute material to Section members by electronic mail correspondence.
  - c. Where designating funding to the Section is available, prepare a budget annually for projected costs and expenses for Section projects.
  - d. Support the Chair and Vice-Chair in their roles as Section Executive.

**Process:**

1. The Section will meet at the CAEP Annual Meeting
2. The Section may meet additionally by teleconference, at the discretion of the Chair
3. Appointments to specific external committees, including but not limited to Advanced Pediatric Life Support (APLS), Pediatric Advanced Life Support (PALS), Advanced Trauma Life Support (ATLS) will be decided by the Section membership by a simple majority vote or by acclamation, and maybe done at the Annual Meeting, by teleconference, or by electronic mail correspondence, at the discretion of the Chair.

**Reporting:**

1. The Section Chair will present an annual summary report to the CAEP Board of Directors prior to the CAEP Annual General Meeting.
2. Section Meeting minutes (at the Annual Meeting or by teleconference) will be circulated to Section members.
3. Communication to Section members from the Executive will take place by electronic mail correspondence on matters to convey information or to solicit opinion. Section members who desire to share information by electronic mail correspondence shall allow the Section Executive to review these communications prior to distribution to the whole Section membership. The Executive shall not obstruct such information without reasonable cause, provided the content of the information and method of communication is consistent with CAEP Bylaws and the Goals and Objectives of the Terms of Reference of the Section.