



Global Emergency Medicine Committee

September 20, 2018

Board approved on

To be reviewed before

1. Mission

The CAEP Global Emergency Medicine (Global EM) committee aspires to support emergency physicians addressing inequities in the provision of emergency care around the globe. It encourages sustainable collaborative national and international education, research and service provision projects, and seeks to provide a forum for members to coordinate and network in the area of global/international emergency medicine.

2. Accountability:

The GEM committee reports and is accountable to the Board of Directors of CAEP.

3. Objectives

- To provide a networking forum for CAEP members interested in Global EM to share resources, knowledge, opportunities and experiences
- To encourage the development of the specialty of emergency medicine around the world.
- To advocate to Canadian emergency physicians the value of involvement in Global EM.
- To advocate to the CAEP membership and board the importance of CAEP's involvement in Global EM.
- To serve as a point of contact for CAEP members interested in Global EM, and for international individuals, organizations and universities wishing to reach out to Canadian emergency physicians regarding specialty development or collaborations.
- To serve as a resource to the CAEP Board, committees, conference organizers and members for issues relating to Global EM.
- To collaborate with other emergency medicine organizations, including the International Federation of Emergency Medicine (IFEM).
- To encourage responsible Global EM experiences which emphasize collaboration with local community members and medical practitioners and build local capacity for the provision of emergency care.

4. Membership and Committee roles:

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	3	6 years
Vice-chair	Executive	Yes	To be sought	2 years	3	6 years
Past Chair	Executive	Yes	To support current chair	2 years	0	2 years
CAEP President	Ex-officio	No		See CAEP Bylaws		
CAEP Staff	Staff	No	Update committee web pages Distribute committee agendas and minutes	Not applicable. By CAEP operations for x hours per year.		

Executive committee notes:

- Currently vice-chair position is empty, recruitment is ongoing
- Resident members will be sought

Committee membership descriptions:

Committee member	Description
Executive members	Must be CAEP member Note that according to CAEP bylaws, <u>only CAEP EM physician members</u> can vote (not residents, students, or associate members).
Ex-officio members	Ex-officio members will be invited to all meetings and receive all meeting agendas and minutes.

5. Deliverables:

Year	Deliverable
2018	Draft a CAEP position statement regarding Global EM and definition of Global EM
	Create an email distribution list for those interested in Global EM to keep updated on opportunities, links, committee meetings.
	Update the Web Page within the CAEP website devoted to Global EM. a) If possible, revive and update the international emergency medicine map created by past committee. If not, begin process to start a new one. b) Create a Twitter account for the Global EM committee
	Communicate with CAEP 2019 Conference committee to advocate for a Global EM track, and be available as a resource if desired by the organizing committee.
	Develop a strategic plan and objectives for 2019-2020, 2020-2021
3 year	To be developed

6. Terms of reference and reviews:

- Terms of reference will be reviewed and submitted for approval by the Board at least once every 5 years.
- Revised terms of reference should be submitted to Board via the CAEP office.
- Reviews of the objectives and committee productivity/progress may be completed by the Board through the CAEP office to ensure adherence to CAEP's mission and vision.

7. Committee meetings:**Annual Meeting**

- Annual committee meeting will be held in conjunction with the CAEP annual meeting.
- The annual meeting is open to all CAEP members

- Meeting minutes will be distributed to the entire committee

Teleconference Meetings

- Teleconferences will be arranged on an 'as needed' basis to include all relevant parties but it is anticipated that most organizational activities can be achieved by e-mail alone.

8. Committee Communications:

- Most communications will occur via email.
- A discussion list may be established.
- Activities or items coming up throughout the year will be circulated by e-mail from the executive. If members wish to circulate information to the members of the committee they should send the information to the executive first for their input. If the executive disagrees but the member still wishes to send the material, the executive reserves the right to issue a disclaimer.
- Communication to the CAEP membership will be via CAEP office e-mail distribution, the CAEP newsletter, or the CAEP website (www.caep.ca)

9. Reporting:

- Mandatory report, objectives and deliverables will be developed at the annual meeting and presented to the CAEP office for distribution to the board on a yearly basis (due August 1)
- Optional reports are recommended for active projects or subcommittees
- Reports may be edited for format to present to the Board, at the AGM, in the annual report, or for other committees.
- Reports will be available to all other committees and their members (unless deemed confidential).

10. CAEP accountability

- The committee will receive feedback from the CAEP Board, in response to the committee's annual report and any specific requests received by the CAEP Board.
- Meeting space will be available at the annual conference and arranged by CAEP.
- A teleconference code will be provided for teleconference calls.
- A CAEP staff will be available for updating the website with materials provided by the committee including agendas, membership lists, minutes, and other materials.