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CAEP Antiracism and Anticolonialism Committee  
Approved by the Board, May 2022

## 1. Mission

The CAEP Antiracism and Anticolonialism Committee will provide advocacy, support, mentorship and networking opportunities for Emergency Physicians who are Black, Indigenous and persons of colour, and allies. It will work toward equity with a focus on addressing racism and colonialism in emergency medicine in the areas of patient care, physician advancement, professional development and medical education.

## 2. Accountability

The committee reports and is accountable to the Board of Directors of CAEP. All intellectual property produced by this committee will be owned by CAEP.

## 3. Objectives

- To develop partnerships with other equity-focused health care groups within and outside of CAEP (e.g., the CAEP Women in Emergency Medicine Committee, the CAEP 2SLGBTQ+ Committee, the Indigenous Physicians Association of Canada, Black Physicians of Canada) and to establish collaborations with community organizations and patient advocacy groups.
- To provide a networking forum for CAEP members who are Black, Indigenous, and persons of colour, and allies.
- To create opportunities for mentorship for medical students, residents and staff from Indigenous and racialized groups.
- To develop guidelines for emergency medicine practice to promote equity specifically in addressing racism and colonialism in patient care, physician advancement, professional development and medical education and to recommend metrics for Canadian emergency departments to apply in assessing progress in promoting equity, diversity, and inclusion.
- To contribute to the resources available through CAEP's EDI Resource Centre.

## 4. Membership

The committee shall be open to all CAEP members (medical student, resident or staff), associate members, patient representatives and community advocates, with an interest in supporting the committee's mission, goal and objectives. After the initial establishment of the committee, a submission will be made to the CAEP Board to permit non-CAEP members to join the committee, namely patient representatives and community advocates.

## 5. Committee Roles and Responsibilities

The committee executive will initially consist of one chair, one vice chair, a resident representative, a medical student representative, and three members at large and two patient or community representatives. After the committee is established, a request will be made to the CAEP Board for permission to invite community advocates and patient representatives who are non CAEP members to join the committee and for the establishment of community chair and vice-chair executive positions.

Title	Role	Voting	Description	Term	Renewal	Maximum Term
Chair	Executive	Yes	Approved by CAEP Board	2 years	3	6 years
Vice-chair	Executive	Yes	Vice-chair is expected to assume the role of chair	2 years	3	6 years
Past chair	Executive	Yes		2 years	0	2 years
Resident representative	Executive	No		1 year	1	2 years
Medical student representative	Executive	No		1 year	0	1 year
Member at large	Executive	Yes		2 years	3	6 years
Member at large	Executive	Yes		2 years	3	6 years
Member at large	Executive	Yes		2 years	3	6 years
CAEP President	Ex-officio	No		See CAEP bylaws		
CAEP Executive Director	Ex-officio	No		See CAEP bylaws		
CAEP Staff	Staff	No	Update webpage, distribute agendas and minutes, support	N/A, to be determined by CAEP operations		

			virtual platform use for meetings	
Community or patient representative	Executive	NoYes		2 years

### Executive committee notes

Vacant positions will be filled at the annual meeting each year; if more than one individual is interested in a position, a vote will be held amongst the members present. If there are vacant staff physician positions that are not filled after a call for applications, an additional medical student or resident representative position may be considered at the discretion of the voting executive committee members (with the existing term, renewal, and maximum term limits of the medical and resident representative positions). Medical student positions may be decided by consensus of the voting members of the executive committee if voting is not concurrently taking place for other committee executive positions.

Calls for applications for the community/ patient representative executive positions will be shared with relevant community organizations. Criteria in considering applications for the community/ patient representative executive positions include:

- No medical training background is required
- Demonstrated ability to work in a team and maintain collaborative relationships
- Lived experience of racism or experience or expertise with anti-racism or anti-colonialism activities
- Community connections
- Demonstrated knowledge or experience with the emergency/acute care system (e.g., as a patient, caregiver advocate, family member, or other experience) is an asset.

An honorarium of \$200 per year for each of two community/ patient representative executive positions will be provided for 2022-2024 with a plan to revisit this program with the CAEP Board of Directors in 2024. The honoraria will be forfeited if the community/ patient representative is unable to attend at least 80% of meetings during the year (maximum number of meetings organized per year of six).

### Committee membership descriptions

Committee member	Description
Executive members	Must be CAEP members, with the exception of patient/ community representative executive members

	As per current CAEP bylaws, only CAEP EM physician members can vote (not residents, students, or associate members).
Ex-officio members	Ex-officio members will be invited to all meetings and receive all meetings agendas and minutes.
Other committee members	CAEP members (including residents, students, and associates) will be invited to join this committee.

## 6. Process

There will be at least two committee meetings per year. The chair or vice chair is required for all meetings. One meeting will be held in conjunction with the CAEP conference. At that time previous year deliverables will be reviewed and upcoming yearly goals and objectives determined for consideration by the CAEP Board. This meeting will be open to all CAEP members. Meeting minutes will be distributed to the entire committee and made publicly available on the CAEP antiracism and anticolonialism committee webpage and an annual report will be submitted to the CAEP Board after this meeting. Additional updates will be provided as required. These reports will also be posted on the CAEP website for all committee members to view.

At least one mid-year meeting will be held within 6 months of the annual meeting. Additional meetings may be called by the committee chair or vice chair. Communication throughout the year will take place via email or teleconference.

Meeting and vote quorum is 4 of 6 (50% plus one) of the voting executive members.

### Deliverables

Deliverables are to be determined by the committee and approved by the Board

Year	Deliverable
2021	<ul style="list-style-type: none"> <li>• Develop a strategic plan and objectives for 2022-2023</li> <li>• Submit a request to CAEP to permit community advocates and patient representatives to be committee members and to join the committee executive.</li> <li>• Plan a scoping review of current antiracism and anticolonialism practices in emergency departments across the country</li> <li>• Generate a list of current antiracism and anticolonialism education programs currently available to EM physicians in Canada</li> <li>• Organize a meeting with key community advocacy groups and healthcare ally organizations (e.g., nursing, social work, physician assistant organizations) to introduce the committee and explore opportunities for collaboration</li> <li>• Create a committee webpage within the CAEP website. Create a Twitter account for the antiracism and anticolonialism committee.</li> </ul>
3 year plan	

- To be developed

## **7. 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 will be submitted to the 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.

## **8. CAEP accountability**

The committee will receive feedback from the CAEP Board, in response to the committee's annual report and and 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 member will be available for updating the website with materials provided by the committee including agendas, membership lists, minutes, and other materials.