



Emergency Medicine Committee for Sexual and Gender Minorities
Terms of Reference
May 2022

Board Approved – May 31, 2022

1. Mission Statement:

This committee will provide advocacy, support, mentorship and networking opportunities to individuals who identify as sexual and gender minorities (SGM) and allies in emergency medicine with the goal of promoting visibility and inclusion and advancing knowledge and understanding around SGM issues in emergency medicine.

2. Goal:

To empower SGM physicians and learners in emergency medicine through representation, mentorship, education and advocacy.

3. 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.

4. Objectives:

1. To provide an opportunity for SGM physicians and learners at all levels in their careers (medical students, residents, junior and senior staff) to mentor others, be mentored, or both.
2. To develop and foster an e-community of members to be used for resource sharing.
3. To promote diversity and inclusion through collaborative scholarship, advocacy and education initiatives regarding SGM issues in clinical practice and in emergency medicine training.
4. To develop a website or webpage of useful resources for Canadian emergency physicians related to the emergency care of SGM patients.
5. To network and share resources with other similar committees (e.g. - Academy for Diversity & Inclusion in Emergency Medicine – LGBT Committee [SAEM]).
6. To hold an annual gathering for SGM individuals and allies in emergency medicine in conjunction with the CAEP conference.

5. Membership:

The committee shall be open to all CAEP members (medical student, resident or staff), with an interest in supporting the committee's mission, goal and objectives.

6. Committee Roles and Responsibilities

The committee executive structure will consist of one chair, one vice chair, three resident representatives, a medical student representative, research lead and three members at large. 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. The executive term will be for two years, with an option to renew for another two years.

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
Resident Representative	Executive	Yes		2 years	1	4 years
Resident Representative	Executive	Yes		2 years	2	4 years
Resident Representative	Executive	Yes		2 years	2	4 years
Medical Student Representative	Executive	Yes		1 year	2	4 years
Research Lead	Executive	Yes		2 years	3	6 years
Member-at-large 1	Executive	Yes		2 years	3	6 years
Member-at-large 2	Executive	Yes		2 years	3	6 years
Member-at-large 3	Executive	Yes		2 years	3	6 years
Past-Chair	Executive	No				
CAEP President	Ex-officio	No				
CAEP Executive Director	Ex-officio	No				
CAEP Staff	Staff	No	Update committee web pages Distribute committee agendas and minutes	Not applicable.	By CAEP operations for x hours per year.	

Committee membership descriptions:

Committee member	Description
Executive members	<ul style="list-style-type: none"> ● <u>Requirements for committee membership</u>, i.e., must be a full CAEP member, resident member, student member, associate member. <ul style="list-style-type: none"> ○ Note that according to CAEP bylaws, <u>only CAEP EM physician members</u> can vote (not residents, students, or associate members).
Ex-officio members	<ul style="list-style-type: none"> ● Ex-officio members will be invited to all meetings and receive all meeting agendas and minutes.

Executive committee responsibilities:

The Executive committee will be responsible for setting of meeting agendas, development of proposals for key deliverables and work plans for the Committee, and liaison with other committees or organizations internal and external to CAEP.

7. Process:

The committee will meet annually in conjunction with the CAEP conference. Yearly goals and objectives will be determined at this time for consideration by the CAEP board of directors. Communication throughout the year will take place via email or teleconference.

Quorum

- Meeting and vote quorum is 4 of 7 (50% plus one) of the voting executive members.

Meetings

- Meetings will be held at least every 6 months, or additionally at the call of the committee chair (or vice-chair).
- The chair (or vice-chair) is required for any meeting.

Annual Meeting

- A committee meeting will be held annually in conjunction with the CAEP annual scientific meeting.
- The annual meeting is open to CAEP members.

Deliverables:

To be determined by committee and approved by board	
2020	<ul style="list-style-type: none"> ● Establish committee membership, executive and develop committee deliverables
1 Year	<ul style="list-style-type: none"> ● TBD
3 Years	<ul style="list-style-type: none"> ● TBD
5 Year	<ul style="list-style-type: none"> ● TBD

8. Reporting:

An annual report will be submitted to the CAEP board of directors after each meeting. Additional updates will be provided as required. These reports will also be posted on the CAEP website for all committee members to view.

9. Terms of reference and reviews:

- Terms of reference will be reviewed and submitted for approval by the Board at least 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.