

# CAEP First Five Years in EM Committee

## Terms of Reference

### Purpose

The Canadian Association of Emergency Physicians (CAEP) First Five Years\* in Emergency Medicine (FFYEM) Committee serves to represent and advocate for physicians in their first 5 years of practice.

*\*Note: "First five years" in this document and within our committee refers to new to practice physicians. We acknowledge that there may be physicians beyond the first 5 years that will identify as new to practice (eg. new to EM, new to Canada etc.). Physicians can be included in committee membership and offerings based on self-identification as new to practice.*

### Roles and Responsibilities

1. To engage and support members in their first five years of practice
2. To develop resources and programs to support new graduates during transition to practice
3. To identify and provide networking/mentorship opportunities
4. To demonstrate and enhance the value of CAEP membership for early career physicians by providing community and content to support both academic and clinical practice
5. To provide leadership opportunities for emergency physicians in their first five years of Practice
6. To review documents relevant to transition to practice and early career, and provide opinion and interpretation to the Board to inform planning and advocacy efforts.
7. To liaise and partner with external agencies on issues related to FFYEM e.g. CFPC, the Royal College, SRPC, etc.
8. To liaise with the CAEP resident section and partner on projects related to transition to practice
9. To manage the First Five Years in EM - Canada Facebook Group and other social media accounts
10. To advocate for issues relevant to physicians in their transition to practice.

### Accountability

The committee reports to the CAEP Board of Directors.

Members will not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Board (per CAEP bylaws).

### Membership

#### Executive:

The Executive of the committee will consist of:

- Chair
- Vice Chair/Chair-Elect
- Past-Chair

**Other Roles:**

- CCFP-EM Representative
- Pediatric EM Representative
- FRCPC Representative
- CCFP Representative
- Rural Representative
- Communications Officer

**General Membership:**

Members at large - Membership is open to any practicing physician member of CAEP in their first 5 years of practice or that identifies as new to practice in EM.

Position	Term	Specifications
<b>Chair</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member and approved by the CAEP Board of Directors.</li> <li>● Act as the official spokesperson for the FFYEM Committee to the CAEP Board of Directors and to any other individual or organization as necessary.</li> <li>● Chair the Committee meetings including setting meeting times and agendas.</li> <li>● Manage and coordinate Committee portfolios.</li> <li>● Compile Year-End reports (presented at CAEP AGM).</li> <li>● Adopt the position of Past-Chair at the end of their term.</li> <li>● Perform annual review of other members, including a review to ensure geographic and EDI representation.</li> <li>● Manage elections for other Committee roles requiring replacements.</li> <li>● Attend the annual CAEP Conference with their duties that include but are not limited to:               <ul style="list-style-type: none"> <li>○ Chair the FFYEM AGM</li> <li>○ Attend the CAEP AGM</li> </ul> </li> </ul>
<b>Vice Chair/Chair Elect</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive</i>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member and approved by the CAEP Board of Directors.</li> <li>● Fulfill the role of the Chair in the case that they are unable to or in their absence.</li> <li>● Assist the Chair and Executive Committee members in their portfolios as necessary.</li> </ul>

	<i>terms (6 years total)</i>	<ul style="list-style-type: none"> <li>• Adopt the position of Chair at the end of their term.</li> </ul>
<b>Past Chair</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> <li>• Immediate past chair.</li> <li>• Assist with smooth transition and handover of leadership.</li> <li>• Assist the Chair and Executive Committee members in their portfolios as necessary.</li> </ul>
<b>CCFP(EM) Representative</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> <li>• Must be an active CAEP member with CCFP-EM certification.</li> <li>• Act as a national voice for CCFP-EM new to practice graduates.</li> <li>• Assist with member engagement and portfolios relevant to CCFP-EM graduates.</li> <li>• Act as a liaison with relevant organizations such as the CFPC, CCFP-EM Program Director group, residency programs etc.</li> </ul>
<b>FRPCPC Representative</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> <li>• Must be an active CAEP member with FRPCPC-EM certification.</li> <li>• Act as a national voice for FRPCPC-EM new to practice graduates.</li> <li>• Assist with member engagement and portfolios relevant to FRPCPC-EM graduates.</li> <li>• Act as a liaison with relevant organizations such as the Royal College, FRPCPC-EM Program Director group, residency programs etc.</li> </ul>
<b>PEM Representative</b>	<b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i>	<ul style="list-style-type: none"> <li>• Must be an active CAEP member with Pediatric EM certification.</li> <li>• Must be a member of the CAEP Pediatric EM Section and serve as a liaison between this section and the FFYEM Committee.</li> <li>• Act as a national voice for Pediatric EM new to practice graduates.</li> <li>• Assist with member engagement and portfolios relevant to Pediatric EM graduates.</li> <li>• Act as a liaison with relevant organizations such as the Royal College, residency programs etc.</li> </ul>

<p><b>CCFP Representative</b></p>	<p><b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i></p>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member with CCFP certification.</li> <li>● Act as a national voice for CCFP new to practice graduates involved in EM.</li> <li>● Assist with member engagement and portfolios relevant to CCFP graduates.</li> <li>● Act as a liaison with relevant organizations such as the CFPC, residency programs etc.</li> </ul>
<p><b>Rural Representative</b></p>	<p><b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i></p>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member with significant practice experience and/or interest in rural EM.</li> <li>● Must be a member of the CAEP Rural, Remote and Small Urban Section and act as a liaison between this section and the FFYEM Committee.</li> <li>● Act as a national voice for rural, remote and small urban new to practice graduates involved in EM.</li> <li>● Assist with member engagement and portfolios relevant to rural, remote and small urban physicians.</li> <li>● Act as a liaison with relevant organizations such as the SRPC etc.</li> </ul>
<p><b>Communications Officer</b></p>	<p><b>2 years</b> <i>Eligible for re-election twice to a maximum of 3 consecutive terms (6 years total)</i></p>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member.</li> <li>● Responsible for managing all social media accounts, member communications and engagement.</li> <li>● Must also sit on the CAEP membership committee and serve as a liaison between this committee and the FFYEM committee.</li> </ul>
<p><b>Members At Large</b></p>	<p><b>Unrestricted</b> <i>Subject to annual review</i></p>	<ul style="list-style-type: none"> <li>● Must be an active CAEP member.</li> <li>● Self identified new to practice graduate, usually in the first 5 years in practice.</li> <li>● Our Committee will strive to ensure geographic representation and EDI principles to represent the diverse physician population. If issues are identified on annual review, the committee will seek to understand the gaps and promote diverse membership.</li> </ul>

<b>CAEP President</b>		Ex-Officio
<b>CAEP Executive Director</b>		Ex-Officio
<b>CAEP Senior Manager</b>		Allocated by CAEP

1 - Term durations are as described in the table above. Members at Large have no limit to their term but are subject to annual review.

2 - The Chair, at the discretion of the Board, may serve for a period longer than three terms, if no Vice Chair is in place or cannot assume the planned pending continuity role.

3 - The term length of the Immediate Past Chair will reflect the term length of the current Chair.

4 - The Executive Committee will consist of:

- The Chair
- The Vice Chair
- The Immediate Past Chair

5 - Elected positions will be open for nomination for 1 month prior to the end of the term. Nominations may be made by Committee members only for the first month. If after the first month there are no applicants, nominations can be opened up to the general CAEP membership for a two week period. If again no nominations are received, the Committee Executive can extend the nomination period at their discretion. See **Appendix A** for further details about the election process and timing.

6 - The Executive Committee will convene meetings at the call of the Chair to deal with matters which require timely decision, and a special meeting of the full Committee cannot be convened.

7 - Decisions of the Executive Committee will be reviewed at the next Committee meeting, ordinary or special. Decisions of the full Committee are final and may override decisions of the Executive Committee.

8 - The Chair is responsible for calling meetings, causing an agenda to be created and circulated, the conduct of the meeting, causing minutes to be created and archived, and circulating the minutes of the meeting.

9 - The Vice Chair is responsible to the Chair and will assist the Chair in performing their duties. The Vice Chair will function as the Chair in their absence.

10 - Handover and assumption of roles, where relevant, will occur during the scheduled Annual Committee Meeting at the CAEP Conference/AGM.

11 - Members of the Executive Committee are expected to attend 100 % of all meetings. All other Committee members are expected to attend at least 66% of all meetings. If not, the Committee may by simple majority at the Annual Committee Meeting elect to terminate the relevant members' Committee membership.

12 - All Committee members when acting on behalf of the Committee, shall not publicly enunciate any policy or position on behalf of CAEP without first consulting with and obtaining approval of the Committee Executive and CAEP Board.

### **Committee Meetings:**

Rules of Order: The Committee will follow the Rules of Order as determined and followed by the CAEP Board of Directors.

Quorum: Is a simple majority of members, present (in person or via teleconference) at a duly called meeting, ordinary or special.

Decisions: The goal of the Committee is to conduct its business using a consensus model of decision-making, whereby every voting member has had the opportunity to express their opinion. If consensus is not possible, the Committee will make decisions based on a simple majority vote. These decisions will become Committee policy and will only be revisited as needed at the call of the Chair.

Voting: At any time, the Chair may require a formal vote on matters before the Committee. The Committee will require a majority vote on matters pertaining to the financial affairs of the Committee and to expend any funds. Voting may be conducted in person or utilizing electronic means at the discretion of the Chair and in keeping with the policies of CAEP. The Committee will respect the CAEP policies regarding proxy voting.

Meetings: Will be held at the call of the Chair, with a minimum of three times annually. The Executive Committee will meet more frequently as needed. The Committee will facilitate remote attendance at all meetings, ordinary or special. A member attending using remote technology will be deemed to be present. Meetings will be organized with no less than two weeks' notice to the membership. Meetings may be opened to the general membership at the discretion of the Chair.

Special Meetings: The Chair may call any number of special meetings. Special meetings must be called with no less than two weeks' notice to the membership. Special meetings have all the powers of regular meetings. Meetings may be open to the general membership at the discretion of the Chair.

Annual Committee Meeting: Will occur the same week as the CAEP Annual General Meeting, typically associated with the annual CAEP conference.

### **Committee Review:**

The Committee, including its terms of reference, will be reviewed in accordance with CAEP policy.

## **Appendix A: FFYEM Committee Election Process**

<b>ACTIVITY</b>	<b>TIMING</b>
Executive members that are up for renewal will be contacted by the Committee Chair.	3 months prior to AGM.
Once open positions are determined, nominations will be solicited from the Committee membership. Nominees will be asked to submit their CV and a letter of interest.	2 months prior to AGM there will be a 1 month nomination period.
Final date to receive nominations. Nominee applications are distributed by email to voting Committee members.	1 month prior to the AGM. If no nominees, will open up to general CAEP membership nominations for 2 weeks.
Elections will be held via virtual vote. Where there is a single nominee, the position shall be acclaimed. Only FFYEM Committee members are eligible to vote.	2 week voting period, closing at the AGM.
The Chair/Vice-chair slate will be approved by the CAEP Board.	At the next CAEP Board meeting.