



CAEP EDI Advisory Group Terms of Reference

November 29, 2021

Goal:

The CAEP EDI Advisory Group's role is to assist the Board to ensure that equity, diversity, and inclusion is considered in all of CAEP's activities, vision and mission.

Accountability:

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

Membership:

The Advisory Group shall be composed of selected CAEP members and non-members who represent diverse groups that are included under the umbrella of EDI. Positions are for two-years with the option to renew once (total of 4 years).

The Advisory Group shall be comprised of:

- The Chair or representative from the executive of the CAEP Women in Emergency Medicine Committee
- The Chair or representative from the executive of the CAEP 2SLGBTQIA+ Committee
- The Chair or representative from the executive of the CAEP Antiracism Anticolonialism Committee
- An Indigenous Physician (preferably who practices emergency medicine) with experience in Indigenous health or non-indigenous ally with experience in indigenous health
- A CAEP physician with experience in disability advocacy
- A CAEP physician with lived experience as a member of group underrepresented in medicine with expertise in EDI
- CAEP President (Ex-officio)
- CAEP Executive Director (Ex-officio)
- CAEP Membership and Public Affairs Manager (Non-voting)

Chair Position:



- To be selected from within the group and approved by the Board
- Prepares meeting agenda
- Leads meetings
- Provides updates the CAEP Board as requested – at least on a yearly basis in tandem with the CAEP Annual Report

Process:

The advisory group will meet quarterly amongst themselves and twice a year with the CAEP Board. Yearly goals and objectives will be established by Advisory Group members on a year-to-year basis in partnership with the CAEP Board.

Communication throughout the year will take place via email or video conference.

Quorum

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

Meetings

- Four meetings per year and additional as needed.

Reporting:

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

Compensation (-per year served):

- Complimentary CAEP membership