

CAEP Resident Section
Terms of Reference
Board Approved October 2025

1. Mission:

The Canadian Association of Emergency Physicians (CAEP) Resident Section (RS) serves to represent and advocate for Canadian Emergency Medicine Residents as defined by Section 18 of the CAEP By-Laws (Appendix 1).

2. Goal:

Our goal is to assist CAEP and address its vision and mission with our membership by promoting the interests of emergency physicians and residents and the specialty of emergency medicine in Canada.

3. Accountability:

The RS reports to the CAEP Board of Directors.

4. Membership:

4.1. General Members:

General Membership is composed of all active resident and medical student CAEP members in good standing with the organization.

4.2. Executive Members:

Executive Members will be elected as below. Executive Membership is open to any CAEP member who will be a Canadian resident for the duration of the executive term, with the exception of the Medical Student Representative (which is open to any CAEP member who will be a Canadian medical student for the duration of the executive term).

The RS Executive consists of:

- President
- Vice President
- Public Affairs Lead
- Academic Lead
- CCFP-EM Lead
- Secretary
- Conference Lead
- Health Equity + Wellness Lead
- Medical Student Representative
- Past President

Each Executive position term will last for 1 year, to a maximum of two consecutive terms.

4.3. Role Descriptions

President	● Be a voting member of the RS Executive Committee; ● Be an elected Director of the Association on the CAEP Board of Directors (By-Law 18.7) and provide meeting updates; ● Act as the official spokesperson for the RS to the CAEP Board of Directors and to any other individual or organization as necessary; ● Manage and coordinate RS Executive Committee portfolios; ● Compile Year-End and Calendar of Operations transition reports from the Executive Committee members (TOR 10.1); ● Adopt the position of Past-President at the end of their term; ● Attend CAEP conference meetings on an as needed basis ● Select the Electoral Officer for the Resident Section Executive Committee elections (TOR 5.3); ● Work in conjunction with the Electoral Officer to fill vacant Executive Committee positions (TOR 5.11); ● Manage the resignation and removal from office process (TOR 6); ● Manage referenda or select a designate for this purpose (TOR 7.2); ● Encourage Executive Committee portfolio independent projects; ● Attend the annual CAEP Conference with their duties that include but are not limited to: ○ Chair the Resident AGM that includes the following standing items: 'A Year in Review' presentation, introducing the incoming Executive Committee members, & a guest speaker organized by the conference committee; ○ Chair the annual Chief Residents meeting; ○ Co-Chair the RS Handover meeting with the President-Elect; ○ Attend the CAEP Board meeting; ○ Attend the FRCP director meeting with the VP academics; ○ Attend the CAEP AGM; ○ Act as an Award presenter at the Awards ceremony;
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Vice President	• Be a voting member of the RS Executive Committee; • Fulfil the role of the President in the case that they are unable to or in their absence (TOR 4.2.1); • Work with the VP CCFP-EM to maintain a list of the current training programs, Chief Residents, and their contact information each year on the online registry • Coordinate the delivery of the CAEP welcome packages to the new FRCP General Members with the CAEP Membership Manager; • Work with Public Affairs Lead to promote General Member accomplishments via Social Media; • Assist the Executive Committee members in their portfolios as necessary;
Public Affairs Lead	• Be a voting member of the RS Executive Committee; • Be a member of the CAEP Public Affairs Committee; • Be familiarized with the current CAEP position statements and publications on the website before the CAEP Conference PA committee meeting; • Attend the CAEP Conference Public Affairs committee meetings • Assist with the CAEP conference advocacy track if applicable; • Work on resident recruitment with the CAEP Membership Manager; • Aid in new or ongoing advocacy projects (in the form of position papers, media requests or meetings with key stakeholders) as they are solicited; • Lead RS position paper initiatives as needed; • Update the CAEP website RS pages and engage the RS and public via RS Social Media presence; • Act as the Electoral Officer, unless nominating themselves for candidature in the election (see section 5.3)

Academic Lead	• Be a voting member of the RS Executive Committee; • Sit on the Academic Section • Attend the CAEP Conference Academic Section meetings Assist in the organization of the annual CAEP Conference Academic Symposium; • Attend the CAEP Conference FRCP Director meeting; • Work with the VP Communications for furthering Emergency Resident involvement in Free Open Access Medical Education initiatives; • Communicate with CAEP subcommittees and aid in the recruitment of residents to sit on respective boards • Assist, where requested, the appointment process of resident representatives to CAEP subcommittees • Liaise with the CAEP National Grand Rounds lead to encourage resident participation and presentations in national programming.
CCFP(EM) Lead	• Be a voting member of the RS Executive Committee; • Be a national Voice of CCFP-EM Residents; • Work with the Vice-President to maintain a list of the current training programs, Chief Residents, and their contact information each year on the online registry; • Chair biannual CCFP-EM Chief meetings • Coordinate the delivery of the CAEP welcome packages to the new CCFP-EM residents with the CAEP Membership Manager; • Work on resident recruitment with the CAEP Membership Manager; • Attend the CAEP Conference CCFP-EM Director meeting;
Secretary	• Be a voting member of the RS Executive Committee; • Work with the Medical Student Section Representative to curate the RS CAEP Mentorship database and oversee the mentorship program; • Chair the RS Executive Committee meetings including setting meeting times and agendas; • Take Executive Committee meeting minutes – or assign a designate • Act as the official book keeper for financial transactions • Ensure the up to date TOR is on the online registry;
Conference Liaison Lead	• Be a voting member of the RS Executive Committee; • Act as a liaison between the annual university program appointed CAEP resident representative and the CAEP Executive Committee with respect to issues about the CAEP conference.

	• Work with the CAEP executive committee on designing and organizing resident-focused activities at the CAEP conference and the Resident Annual Meeting. • Be the contact person for resident-centered activities at the annual CAEP conference. • Keep in regular contact with the CAEP conference planning committee, including attending their meetings • Seek feedback and suggestions from CAEP resident and medical student members as necessary to guide conference planning activities.
Health Equity and Wellness Lead	• Be a voting member of the RS Executive Committee • Work with Public Affairs Lead lead to identify and highlight resident leaders who are engaged with health equity, EDI, and wellness initiatives (for example, through the “Humans of EM” instagram) • Promote inclusive practices for executive elections and events • Foster trust and relationship between CAEP, the RS, and grassroots voices working with marginalized populations seen in Canadian emergency departments • Build and maintain relationships between the RS and EDI-focused CAEP committees including but not limited to: Social Emergency Medicine, Sexual Orientation & Gender Identity, Anti-Racism and Anti-Colonialism, Bioethics, Global Emergency Medicine, Women in Emergency Medicine, Wellness Committee ◦ If of interest, the Health Equity Lead is strongly encouraged to participate in one of the aforementioned CAEP committees
Medical Student Representative	• Be a voting member of the RS Executive Committee; • Promote emergency medicine (EM) as a career amongst Canadian medical students • Attend and represent the voice of medical students at RS meetings • Connect medical students to opportunities available within the specialty of EM • Liaise with RCPSC, CCFP-EM, & FMEM programs across Canada for information dissemination • Alongside the President, facilitate the CAEP Mentorship Program • Alongside the Conference Liaison lead, assist in the planning of medical student and/or resident events at the annual CAEP Conference

	• Alongside the President and Vice-President, assist in the dissemination and selection of the CAEP medical student achievement awards • Manage CAEP medical student social media accounts (i.e. Instagram, Facebook) • Manage the Medical Student section on CAEP website.
Past President	• Be a non-voting, Ex Officio member of the RS Executive Committee • Provide continuity, mentorship and institutional memory to incoming executive • Offer counsel on strategic issues, advocacy priorities, and organization governance
CAEP President	Ex-Officio
CAEP Executive Director	Ex-Officio
CAEP Senior Manager Membership & Public Affairs	Allocated by CAEP

5. Elections of the RS Executive Committee

5.1. Election Period:

- The nomination period will open no later than 6 weeks prior to start of the Annual CAEP Conference, and remain open for a minimum of 3 weeks;
- The nomination period will conclude no later than two weeks prior to the start of the Annual CAEP Conference;
- The voting period shall be no less than one week and shall be by electronic ballot, unless determined unfeasible by the Electoral Officer;
- Election results will be announced at the CAEP Annual General Meeting
- Any of the above timelines may be modified under extenuating circumstances with the approval of 2/3 majority vote of RS Executive.

5.2. Voter Eligibility:

- All resident General Members in good standings at the time of the election may vote for all Executive Committee positions (including Medical Student Representative).
- All medical student General Members in good standing at the time of the election may

vote for the Medical Student Representative role only.

5.3. Electoral Officer:

- The Public Affairs Lead will be delegated as Electoral Officer, unless they are participating in the elections as a candidate, in which case the President will be delegated as the Electoral Officer
- If both the Public Affairs Lead and the President are participating in the election as candidates, a third member of the RS Executive will be delegated by majority vote as the Electoral Officer
- The Electoral Officer shall not vote, except in the event of a tie

5.4. Notice of Election:

- A Notice of elections shall include the following information:
 - The position(s) open for election and their descriptions;
 - The nominating process including eligibility, submission and deadline for nominations;
 - The electronic voting process and election timelines;
 - The contact details of the Electoral Officer;
 - The CAEP RS Terms of Reference;
- The Notice of Elections will be announced via the centralized CAEP newsletter, as well as any active RS and Medical Student social media accounts

5.5. Nominations:

- Nominations shall be received by the Electoral Officer by the official deadline as advertised on the Notice of Election;
- Candidates shall be required to nominate themselves;
- Candidates shall nominate themselves for up to two positions per election period. If successful in both positions, they will be contacted by the Electoral Officer and offered the choice to fill one single position; the other position will then be offered to the next successful candidate.
- Nominations shall include the following information:
 - Candidate contact information, program information and position they wish to run for;
 - A statement of intent paragraph no longer than 200 words
- In the event that a position is not filled, a by-election will be held at the discretion of the incoming RS Executive

5.6. Voting

- Voting for Executive Committee positions shall take place electronically with unique, anonymous tokens/links that are distributed to the eligible members by e-mail prior to the opening of polls;
- Members may cast only one ballot per election;
- Ballots shall list candidates alphabetically first by office sought, then by last name;
- An “abstain” option shall be available on the ballot for each office

5.7. Withdrawals

- Candidates shall be allowed to withdraw their candidacy from the election at any time until the official announcements of results;
- Withdrawals shall be considered official only after having been received in writing by the Electoral Officer

5.8. Campaigning

- The campaign period shall run from the official opening of the nomination period to the end of voting;
- Online campaigning using websites and social networking sites (including, but not limited to, Twitter & Facebook) shall be permissible, provided material is only visible during the campaign period;

5.9. Acclamations

- Where there is a single nominee, the position shall be acclaimed.

6. Committee Meetings

- Meeting and vote quorum is 50% + 1 voting executive members.
- Regular meetings will be held virtually on an approximately monthly basis.
- Meetings may be cancelled, or additional meetings added, by the President, ideally with a 2 weeks notice.
- All Executive Members, except Ex-Officio members, are expected to attend all RS Executive meetings; Ex-Officio members may attend on an as-needed or invite-only basis
- Executive Members who cannot attend are expected to provide a written update to the Secretary at least 48h prior to the meeting