

Section of Teachers Council Terms of Reference

Background

The Section of Teachers (SOT) was founded in 1978 and includes members who identify themselves as family medicine teachers, preceptors, and/or educational leaders. The SOT is led by the SOT Council, which governs the priorities, goals, and activities of the SOT, and strikes committees and working groups to identify and support the needs of family medicine teachers across the educational continuum.

Purpose

The mandate of the SOT Council is to enhance the education of future family physicians by strengthening the family medicine teaching community and supporting its capacity for teaching, scholarship, and leadership.

Responsibilities

1. Create opportunities for engagement and recognition of family medicine teachers, preceptors, and educational leaders to build community and foster pride in family medicine teaching.
2. Support the capacity-building needs of family medicine teachers, preceptors, and educational leaders as it relates to teaching, scholarship, and leadership.
3. Provide guidance and support on educational priorities from the College of Family Physicians of Canada (CFPC)'s Academic Family Medicine division and the Family Medicine Specialty Committee (FMSC), within the scope of the SOT mandate.
4. Provide oversight for the SOT Family Medicine Forum Planning Committee and other committees and working groups established by the SOT.

Accountability

The SOT Council is a standing committee of the CFPC. They are accountable and report to the FMSC.

Frequency of Meetings

The SOT Council will meet at least three times annually. Additional meetings may be called by the Chair as needed.

Committee Membership

The SOT Council will be comprised of the following members:

- Chair of the SOT Council
- Program Director Liaison (appointed from the Program Director's National Group)
- Health Professional Educator Liaison (appointed by Health Professional Educator's Group)
- Undergraduate Liaison (appointed by the Canadian Undergraduate Family Medicine Education Director's group)
- Faculty Development Liaison (appointed by the Faculty Development Interest Group)
- Teacher or preceptor with experience or perspectives on teaching international medicine graduates
- Teacher or preceptor new to teaching (less than five years of experience)
- Teacher or preceptor in rural practice
- Learner-at-large with an interest in medical education
- Member-at-large with an interest or experience in teaching

The Chair shall be appointed by the FMSC. The Chair shall be the SOT Council representative on the Education Section Chairs Roundtable, which also includes the Chair of the Section of Residents and the Chair of the Section of Medical Students, as well as representatives from other relevant groups as required.

A Vice-Chair shall be elected from among one of the above positions (excluding the Chair). The Vice-Chair supports the Chair in their duties and acts as a delegate as needed.

The Council representation should reflect the diversity of teachers in family medicine education and every attempt to make sure appropriate regional and

language representation among the membership will be made. Skill set appropriate to the purpose of the SOT will be considered as part of the process for selection. The Council will consult relevant committees and interest groups on key issues, and convene working groups as needed.

The SOT Council does not include any formal observer roles, but observers may be invited to meetings as needed and will be expected to cover their own costs.

Non-voting staff members:

- Director, Education
- Manager, Education
- Education Project Management Lead, Education

Term of Office

Three years, renewable for up to one term, with the exception of the Learner-at-large position, which will be one year, renewal for up to two terms. Restricted terms do not apply to observers. Terms of office may be adjusted to ensure continuity within the Council.

Committee membership/composition will be reviewed annually for suitability and responsiveness to mandate.

Resources and Budget

Financial support for SOT Council activities is supplied by the CFPC and will fluctuate annually in accordance with the available budget of the College and the expected needs of the Council.

Voting Process

The voting process for the SOT Council will comply with the Bourinot's Rules of Order as outlined in the CFPC bylaws. Every motion (occurring in person or virtual) will be decided by a majority vote, assuming—in order to conduct business—more than half the voting members are present. In case of an equality of votes, the Chair of the meeting shall be entitled to a second or tie-breaking vote. If a vote is requested by email, all voting members of the Committee must accept the motion. If this cannot be met, the motion must be deferred to a majority vote in person or virtual.

TOR Review

These terms of reference will be reviewed every three years, at the discretion of the Chair.