



**University of Toronto Faculty of Medicine
POSTGRADUATE ADMINISTRATORS ADVISORY COMMITTEE (PAAC)**

Terms of Reference

1. Purpose

1.1.1. The committee will provide collaborative support, orientation, and essential knowledge pertaining to the medical education administrator role. The committee will provide advice to the Postgraduate Medical Education Advisory Committee (PGMEAC) on enhancing program support for administrators in academic departments, medical education and training sites affiliated with postgraduate medical education.

2. Membership

The Advisory Committee is composed of:

- 2.1. an Executive (Chair, Vice-Chair, Secretary, Past Chair)
- 2.2. a maximum of 15 Members-at-Large, representative of departments, disciplines, training sites , and roles in medical education administration
- 2.3. 1-2 Members from the Postgraduate Medical Education (PGME) (or delegate)
- 2.4. Members must be working at the University of Toronto and/or one of the training sites affiliated with the University of Toronto, Faculty of Medicine.

3. Term

- 3.1. Committee members are elected to a 2-year term, renewable once.
- 3.2. PAAC members who wish to renew for a second 2-year term must notify the Chair at least two months prior to the end of their term and must have attended at least 75% of all meetings in order to be brought forward for consideration.

4. Quorum

- 4.1. For voting purposes, a quorum will be 50% plus one.

5. Frequency of Meetings

- 5.1. Meetings will be held every 2 months between September and June of every year or at the call of the Chair.

6. Attendance

- 6.1. All Committee members are required to participate in at least 75% of the scheduled meetings.

7. Reporting

- 7.1. The Committee is advisory to the Associate Dean PGME. The Committee Chair is a member of the Postgraduate Medical Education Advisory Committee and will present an annual report to the PGMEAC.