



CCMG-CCGM National Office
4 Cataract Street, Suite 310
Kingston, Ontario K7K 1Z7
(T) 613-507-8345 (F) 1-866-303-0626
(E) info@ccmg-ccgm.org (W) www.ccmg-ccgm.org

Committee: CCMG Education, Ethics and Public Policy (E2P2)

Document: Terms of Reference (ToR)

Dates: Approved by the Board of Directors April, 2012

Approved by the Board of Directors September 2020

Revised by committee, December 2022

Approved by the Board of Directors, January 2023

Reviewed by committee May 2024

Approved by the Board of Directors September 2024

1. Mandate

The Education, Ethics and Public Policy (E2P2) Committee supports mandates of the CCMG in matters of education, ethics and/or public policy. The Committee makes proposals to the Board of Directors (BoD), and undertakes initiatives at their request that reflect issues of the day. These activities may range in scope from matters specific to the College or its members, through outreach to students and health care professionals and work with other policy makers, to communication about medical genetics and genomics to the public-at-large.

2. Objectives

1. To propose projects related to education of various stakeholders - including students, geneticists, physicians, provincial and federal governments, and the general public - and on ethical issues and policies as they relate to the practice of medical genetics or genomics.
2. To consider and advise the College about means for effective communication about medical genetics and genomics.
3. To respond to requests from the Board of Directors to undertake initiatives or develop statements in the realm of education, ethics or public policy that pertain to the practice of medical genetics in Canada.
4. To review documents written by E2P2 on an annual basis and to update them as necessary.

3. Membership and Tenure

The committee shall consist of at least nine CCMG members, including the Chair, with representation from clinical and laboratory disciplines, and with due consideration to geographic and other demographic variables. Inclusion of a fellow-in-training (FIT) is encouraged.

o In addition, the committee shall include a Board representative.

o In addition, the committee may include one to two members from the CAGC.

o In addition, the committee may include *ad hoc* members appointed by the Chair and agreed upon by a quorum of the committee members to fulfill specific educational or policy initiatives.

The term for committee members shall be 3 years, renewable once. The maximum term may be extended if a member is elected as Chair.

The term for committee Chair shall be 3 years, renewable once.

- Two CCMG affiliate fellow in training, as described in Article 3 of the CCMG By-Laws, may act as committee members for a term of 2 years. A fellow in training committee member is expected to work with the core members towards the completion of any activities performed by the E2P2 Committee. A fellow in training can vote on matters pertaining to the E2P2 activities.
 - If a fellow-in-training completes their training before their 2-year term expires, they may choose to continue to participate for the remainder of the 2-year term, or end their term when they are no longer a fellow-in-training.
 - For E2P2, preference will be given for 1 trainee who is a clinical fellow and 1 trainee that is laboratory based.
 - Should no volunteer be available to replace a departing fellow in training committee member, this position may remain unfilled within the committee.

At the meeting 1 year prior to the Chair's retirement, a Chair-elect will be chosen and recommended to the BoD; in the event committee consensus cannot be achieved, the Chair will make the recommendation at least 9 months prior to the anticipated turnover.

The retired Chair shall normally remain as a member of the committee for one additional year.

The Committee Chair will ensure that all committee members have signed the CCMG Volunteer Conflict of Interest Form and will save them to the document sharing platform for the committee.

Any external committee representatives are to be arranged between the corresponding committee chairs.

Where possible, equity and diversity will be considered in establishing the membership in the committee.

4. Liaisons

The Committee liaises with the Continuing Professional Development Committee.

5. Conduct of Meetings

The Chair or Chair-Elect will convene regular meetings with approximately one meeting held at least quarterly or more frequently if required.

Quorum for decisions will be at least 50% of members

Draft minutes of all meetings will be prepared by a committee member and circulated to the committee members for comment, ideally within 10 working days of the meeting.

All meeting minutes will be made available to CCMG Board of Directors via the Board of Directors Representative and made available on the shared CCMG document platform for permanency of records.

6. Financial Arrangements

No committee member shall be remunerated for being or acting as a committee member. CCMG will provide

support towards Committee meetings held at the Annual General Meeting or to CCMG representatives traveling on approved business that is not otherwise supported.

7. By-laws

This Committee is governed by the By-Laws of CCMG.

CCMG committee terms of reference are to be reviewed annually, ideally at the time of committee membership turn over.