



MEDICAL EDUCATION COMMITTEE

TERMS OF REFERENCE

1/ Committee Mandate

The MSS Medical Education Committee, hereinafter referred to as EdCom, aims to formalize and organize medical student representation and feedback to the Undergraduate Medical Education (UGME) office and the Faculty of Medicine, thereby allowing students to speak in an efficient and coherent voice. This committee aims to be fully transparent regarding its undertakings, allowing the general student body to know the issues addressed by the committee and reporting back to the students once the issues have been resolved. Moreover, by ensuring representation from students in pre-clerkship and clerkship, this committee strives to address learning needs throughout all four years of the MDCM program.

Specifically, this committee aims to discuss with stakeholders from UGME and the Faculty of Medicine issues related to assessment, the learning environment, student wellness, administrative support to students, continuous quality improvement, and various other topics related to the MDCM program. Issues discussed in EdCom may guide the projects that the VPs Medical Education take on under the mandate of their elected roles. The existence of this committee stems from the MSS's ongoing commitment to improve communication between UGME and students, and aims to foster true collaboration between medical students and the Faculty of Medicine over curricular goals.

2/ Committee Roles and Responsibilities

EdCom is an MSS standing committee. Its members are student representatives from the MSS General Council as well as MSS student representatives on UGME subcommittees, including the MDCM Program Committee, theme subcommittees, component subcommittees, course committees, specialty committees, and other specific committees. It is chaired by the incumbent MSS VPs Medical Education.

All class presidents, the VPs Medical Education, the VPs Wellness, the MSS Executive Presidents, the MSS Past President, and the MSS Past VPs Medical Education shall meet with the Associate Deans, Undergraduate Medical Education at least one (1) time a month during Student Leadership meetings to address and resolve issues discussed in EdCom and receive feedback from UGME regarding actions that have been undertaken.

Information and updates acquired by student representatives on their respective subcommittees shall be shared with other members of EdCom if the issues require additional student input. The student representatives' position on issues voted at these subcommittees may be shared with EdCom. No other information deemed confidential by the subcommittee shall be shared with EdCom or the general student body.

3/ Members Role and Responsibilities

a. Term of office

The term of office, unless otherwise specified, spans from July 1st until June 30 of the following year.

b. Members

Role	Count	Term
MDCM Program Committee Representatives		
MSS VP Medical Education (EdCom Chair)	2 (Montreal and Outaouais)	Elected by MSS for 1 year. Then promoted to Past VP. <i>Non-voting members.</i>
MSS Executive President	2 (Montreal and Outaouais)	Elected by MSS for 1 year. Then promoted to Past President.
MSS Past VP Medical Education	2 (Montreal and Outaouais)	1 year.
MDCM Component Subcommittees Representatives		
Med-1 Class President (FMD)	2 (Montreal and Outaouais)	Elected by cohort for 1 year.
Med-1 Academic Representative (FMD)	2 (Montreal and Outaouais)	Elected by cohort for 1 year.
Med-2 Class President (FMD, TCP)	2 (Montreal and Outaouais)	Elected by cohort for 1 year.
Med-2 Academic Representative (FMD, TCP)	1 (Outaouais)	Elected by cohort for 1 year.
Med-3 Class President (TCP, Clerkship)	2 (Montreal and Outaouais)	Elected by cohort for 1 year.
Med-4 Class President (Clerkship)	2 (Montreal and Outaouais)	Elected by cohort for 1 year.
MDCM Theme Subcommittee Representatives		
Physicianship	6 (Montreal Med-1, Med-2, Med-3, Med-4 and 2 x Outaouais)	Montreal: Nominated through EdCom recruitment for 4 years. Outaouais: Nominated through EdCom recruitment for 1 year.
Basic Science, Critical Thinking and Knowledge Translation (BSCTKT)	3 (Montreal Junior (Med-1 or Med-2), Senior (Med-3 or Med-4) and Outaouais)	Montreal Junior: Nominated through EdCom recruitment for 2 years. Montreal Senior and Outaouais: Nominated through EdCom recruitment for 1 year.
Social Accountability, Population Health & Health Advocacy (SAPHHA)	3 (Montreal Junior (Med-1 or Med-2), Senior (Med-3 or Med-4) and Outaouais)	Nominated through EdCom recruitment for 1 year.
MDCM Specific Subcommittee Representatives		
MSS VP Wellness (or approved delegate from MSW Committee)	2 (Montreal and Outaouais)	Elected by MSS for 1 year.
Program Evaluation and Curricular Outcomes (PECO)	4 (Montreal Junior, 2 x Senior and Outaouais)	Montreal: Nominated through EdCom recruitment for 2 years. Outaouais: Nominated through EdCom recruitment for 4 years.
MDCM Admissions	3 (Montreal Junior, Senior and Outaouais)	Nominated through EdCom recruitment for 1 year.
Curriculum Management	2 (MSS Past VPs Medical Education)	1 year.
Course Committees Representatives		

LFME	1 (either campus)	Nominated through EdCom recruitment for 1 year.
CHAP	5 (Montreal Med-1, Med-2, Med-3 and Outaouais Junior (Med-1 or Med-2), Senior (Med-3))	Nominated through EdCom recruitment for 1 year.
PHPM	1 (either campus)	Nominated through EdCom recruitment for 1 year.
PIAT	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
TTR	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Department and Specialty Representatives		
Family Medicine	3 (Med-2, Med-3, Med-4 from either campus)	Nominated through EdCom recruitment for 1 year.
Internal Medicine	3 (Med-2, Med-3, Med-4 from either campus)	Nominated through EdCom recruitment for 1 year.
Surgery	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Pediatrics	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Psychiatry	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
OBGYN	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Geriatrics	2 (Junior (Med-3), Senior (Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Emergency	1 (Med-4 from either campus)	Nominated through EdCom recruitment for 1 year.
Other		
MD-PhD	1 (either campus)	Appointed by MD-PhD program. <i>Non-voting member.</i>
Indigenous Representatives	2 (Junior (Med-1 or Med-2), Senior (Med-3 or Med-4) from either campus)	Nominated through EdCom recruitment for 1 year.
Secretary General	1 (either campus)	Nominated through EdCom recruitment for 1 year. <i>Non-voting member.</i>
MAPS Representative	1 (either campus; may not be in Med-1)	Nominated through EdCom recruitment for 1 year.
TOTAL	74 positions; 72 members	

c. Responsibilities

Each EdCom member shall have the following three (3) responsibilities:

- Attend and participate in all EdCom meetings.
- Attend and participate in all subcommittee meetings.
- Submit a final report at the end of their mandate. **This final report will be shared with the member's successor and / or new representatives on their subcommittee the following year so that new members may be up-to-date on their subcommittee's operations before their first subcommittee meeting.**

Responsibilities may be added, removed, or accommodated on an individual basis at the discretion of the EdCom Chair following a discussion with the member in question. Specific details pertaining to each position may be found here.

EdCom members who do not fulfil the above responsibilities of their mandate may not be eligible to continue in their role, with possibility of recruitment to replace the member in question. Prior to termination of an EdCom member, the EdCom Chairs shall contact them to request further information and inform them of their mandate.

Each UGME subcommittee will be asked to please include in its terms of reference that their student representative(s) must respect the EdCom requirements in order to maintain their position on the subcommittee.

d. Ex-Officio Members

MSS students holding education leadership positions within external organizations at the local, provincial or national level (e.g. FMEQ, CFMS) shall be eligible to request ex-officio membership on EdCom by emailing the VPs Medical Education at vpeducation.mss@mail.mcgill.ca. These individuals' experiences gained outside the McGill context are considered valuable to the advancement of EdCom. Thus, it is understood that ex-officio membership comes with a spirit of knowledge sharing, consultation on relevant matters, and general engagement with the activities of EdCom. Ex-officio members are not required to attend EdCom meetings but are welcome at any time, and their presence may be requested by the Chair. Ex-officio members shall not have voting rights. Ex-officio members are required to uphold the same level of confidentiality regarding matters discussed during EdCom meetings as all EdCom members.

e. Promotion of Junior Representatives

At the end of each academic year, the EdCom Chairs shall distribute a form inviting members to submit their yearly report, and indicate whether they wish to terminate their mandate, continue their mandate, or be promoted. If a member does not submit this form with a completed yearly report by the specified deadline, it will be assumed that they do not wish to continue with their mandate or be promoted, and recruitment will be conducted for their position.

If a member submits the form with a completed yearly report and indicates that they wish to continue with their mandate, recruitment will not be conducted for this position, provided their report showcases their advocacy work, and provided they have had satisfactory attendance at both EdCom meetings and subcommittee meetings.

If a junior member submits the form with a completed yearly report and indicates that they wish to be promoted, they shall be considered for promotion by the the EdCom Chairs. Promotion will be dependent on the member's attendance at both their own subcommittee meetings and EdCom meetings, the student's advocacy work throughout the year as expressed

in their yearly report, and whether or not their candidature is supported by their committee chair. Should the junior representative be eligible for promotion, recruitment will not be conducted for this position.

Should the outgoing senior representative wish to continue their role on their subcommittee, they may be considered alongside the junior representative. Exceptions can be made on a case-by-case basis in discussion with the committee chair.

Promotion of members shall be confirmed no later than June 30 of each academic year, following a review of the above specified criteria. A list of current EdCom members and members to recruit shall be provided by the current VPs Medical Education to their incumbent successors no later than July 1 of the academic year.

4/ Recruitment of Members

a. Recruitment criteria and applicant selection

Recruitment will be conducted as needed during the MSS Fall, Winter, and Spring Recruitment Periods. Applicants will complete a form where they will be asked to answer the following questions:

- What is your understanding of the role and committee that you are applying to?
- Why do you want this role?
- What relevant experience do you have?
- What unique attributes would you bring to the role?

Applications will be blinded and reviewed by 3 members of EdCom, at least one of which must be the EdCom Chair or an executive of the MSS (as per MSS Recruitment Policy for student reps and standing committees). If necessary, applicants may be invited to an interview which will be evaluated by 3 members of EdCom, at least one of which must be the EdCom Chair or an executive of the MSS. The applicant whose cumulative score among the 3 reviewers is the highest shall be offered the position, assuming consensus among the 3 reviewers and the applicant's eligibility for the role (see below).

Recruitment shall occur in one or two rounds during the MSS recruitment periods. Once an applicant is selected for a position, they shall be invited to sign the EdCom Membership Agreement and submit a photo for the EdCom website should they accept the position. Should they decline the position, the position shall be offered to the runner up or recruitment shall be conducted for the position in the subsequent round. If the signed Membership Agreement is not submitted by the specified deadline, it shall be assumed that the selected candidate has declined the position.

b. Eligibility for application

The applicant may not already be holding an elected position with EdCom membership (e.g., MSS President, VP Medical Education, Past MSS President, Past VP Education, VP Wellness, Class President, Med-1 Academic Representative) during the mandate of the desired EdCom position. If the desired position is unfilled in the first round, eligibility to apply to the second round will be given while still prioritizing a non-elected member at the time of selection.

The applicant may not already be holding an EdCom position with a mandate that would overlap with the desired EdCom position. If the desired position is unfilled in the first round, eligibility to apply to the second round will be given while still prioritizing to a non-EdCom member at the time of selection.

In the situation where a member already holding a position with a multiple-year mandate is elected to a position with EdCom membership, the individual should be encouraged to resign from their non-elected position in the spirit of increasing student representation. However, should there be a need for continuity in representation as perceived by the committee chair, the representative may discuss the possibility of continuing their mandate with the EdCom Chair and ultimately arrive at a consensus together, given the unique circumstances of the situation.

5/ Conduct of meeting

a. Meeting frequency and functioning

EdCom shall meet a minimum of four (4) times per academic year, with no less than two (2) meetings held in the Fall semester (September-December), one (1) meeting held in the Winter semester (January-April), and one (1) meeting held in the Spring semester (May-June). Members shall attend meetings remotely. All members may add items to the meeting agenda prior to the start of the meeting and adoption of the agenda. The agenda will be distributed to all members prior to the meeting and minutes will be distributed to all members after the meeting. Should neither EdCom Chair be unable to attend a meeting, the MSS Executive President may act as interim Chair.

b. Voting procedure

All members, excluding the EdCom Chair, the Secretary-General, and the MD-PhD Representative, have a vote. Members who hold multiple positions are limited to one (1) vote. Decisions require a simple majority and the EdCom Chair will aim to reach consensus. E-votes will be conducted under the same rules, should an issue arise that needs to be resolved before the next EdCom meeting or if there is no quorum at the time of a vote during an EdCom meeting.

c. Quorum

Quorum for meetings is necessary for voting. Quorum requires all of the following four (4) criteria:

1. The presence of **one of**: MSS VP Medical Education, MSS Executive President, Med-1 Class President, Med-2 Class President, **or** Med-1 Academic Representative.

2. The presence of **one of**: MSS Past VP Medical Education, MSS Past President, Med-3 Class President, **or** Med-4 Class President.
3. The presence of **at least one** member from the Outaouais campus.
4. 40% attendance

Once quorum is attained, it is considered maintained for the entire meeting. If quorum is not obtained for a meeting, an e-vote of the entire Standing Committee will take place between meetings following the proceedings, or the vote may be delayed to the next EdCom meeting if feasible.

6/ Review of terms of reference

The EdCom Terms of Reference shall be reviewed and approved by majority vote every 4 years in the Spring semester (May-June), or before should the EdCom Chairs see fit.

Major changes to the EdCom Terms of Reference shall be approved by simple majority vote of EdCom members. Changes that reflect modifications made to subcommittee terms of reference or by the Faculty of Medicine shall be automatically incorporated into the present document by the VPs Medical Education without requiring a vote. Changes to formatting may be implemented immediately by the VPs Medical Education without requiring a vote. However, all changes that do not require a vote shall be relayed to EdCom members at the subsequent EdCom meeting.

Last updated and approved: January 26, 2026

Next scheduled review: Spring 2030

Approved by: Medical Education Committee