University of Manitoba | Rady Faculty of Health Sciences

Postgraduate Medical Education
260 Brodie Centre,
727 McDermot Ave
Winnipeg, Manitoba R3E 3P5

Max Rady College of Medicine

Postgraduate Medical Education Awards Committee
(a subcommittee of the PGME Executive Committee)
Terms of Reference

1. PURPOSE AND MANDATE

1.1. Purpose/Mandate: The PGME Awards Committee (**"Committee"**) is a subcommittee of the Postgraduate Medical Education (PGME) Executive Committee, established to:

(a) Act as the main **discussion, advisory, decision** body in relation to **PGME learner and select teaching faculty awards;**

(b) **Make decisions/provide advice** respecting **PGME awards, collaborating with the Faculty of Graduate Studies at the University of Manitoba and the Max Rady College of Medicine, Research with respect to common awards;**

(c) Make decisions respecting PGME teaching faculty awards, collaborating with Rady Faculty of Health Sciences, Academic Affairs with respect to select awards;

(d) Develop, review and revise a **current inventory of all PGME awards, including without limitation, the following:**
- Name of each award
- Terms of reference of each award
- Monetary value of each award
- Award application deadlines;

(e) Oversee the process of the awards administration

(f) Promote awareness within the University, healthcare and general community of the merit of individual awards and the awards recipient and their achievements

(g) Recommend policies and procedures respecting **PGME Awards, collaborating with the Faculty of Graduate Studies at the University of Manitoba and the Max Rady College of Medicine, Research with respect to common awards and Rady Faculty of Health Sciences, Academic Affairs with respect to select PGME Faculty awards;**

(h) Facilitate **a fair award selection process;**

(i) Forward decisions of **the PGME Awards Committee** to PGME Executive Committee**;**

(j) Review, provide feedback and/or recommend on items needing other level(s) of approval (PGME Executive Committee, College Executive Council/College Council, RFHS Faculty Executive Council/Faculty Council, Provost, Senate, Board of Governors; the Government of Manitoba);

(i.e., its "**Mandate**").

1.2. Clarification on Purpose/Mandate: This Committee is intended to complement existing University resources which address matters of postgraduate medical education **awards** and to foster collaboration on such matters relating to the PGME. This Committee is not intended to act as a substitute, duplicate or alternate forum to address issues over which other areas of the University have specific jurisdiction.

2. <u>REPORTING AND ACCOUNTABILITY</u>

2.1. Accountability: The Committee is established by, and accountable to, the PGME Executive Committee.

2.2. Reporting: The Committee, through the Chair, shall, at least semi-annually, provide a written report to the PGME Executive Committee.

3. <u>CHAIRPERSON AND COMMITTEE MEMBERSHIP</u>

3.1. Chair: The Committee Chair (the "**Chair**") shall be the Business Manager, PGME.

3.2. The Chair is responsible for the following at Committee meetings:

a) Calling the meeting to order;

b) Establishing an agenda and ensuring agenda items are addressed;

c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);

d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;

e) Adjourning meetings after business is concluded; and

f) Acting as the main representative of the Committee

3.3 Membership: The Committee membership shall then consist of the following members, including the Chair:

a) Associate Dean, PGME

b) PGME Business Manager - Chair

c) Vice Dean, Graduate Studies, Rady Faculty of Health Sciences or equivalent

d) Associate Dean, Research, Max Rady College of Medicine or equivalent

e) Five (5) Residency or Fellowship Program Directors: appointed by the Chair

f) Two (2) residents currently enrolled in training
g) Other members as necessary invited by the Chair.

3.4 Equitable, Inclusive and Diverse Membership: PGME strives to achieve equitable, inclusive and diverse membership on its committee that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.5 Liaisons: Committee members shall serve as liaison persons with others in the areas from which they are appointed

3.6 Best Interests: Committee members shall deal with matters before the Committee in such a way that the best interests of PGME take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.7 Consultation: In carrying out its role, the Committee may call upon various resources as it deems required.

4. TERM OF OFFICE

4.1. The term of office of each Committee member shall be until the first of the following occurs:

(a) the individual no longer holds the position noted in 3.3; or in the case of the appointed Residency Program Directors and Fellowship Program Directors, for a two-year term with one two-year term optional renewal. The resident and fellow appointments shall be for one-year terms

(b) the term of the appointment ends;

(c) the appointment is rescinded by the appointer; or

(d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

(a) **Make Decisions:** The Committee will make decisions respecting its mandate that do not require higher levels of approval.

(b) **Make Recommendations:** The Committee shall have the power to make recommendations to the

PGME Executive Committee or to appropriate persons or bodies with respect to any matters of concern to the Committee.

(c) **Receive Recommendations:** The Committee will receive recommendations from the PGME Executive Committee, its working groups or other stakeholders.

(d) **Referral to Working Groups:** The Committee may refer issues connected to its Mandate to Committee working groups.

6. MEETINGS

6.1. Number of Meetings: The Committee shall meet four (4) times per year or subject to the call of the Chair.

6.2. Notice of Meetings: Notice of a Committee meeting must be provided to Committee members, at least five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.

6.3. Agenda: The agenda should be prepared and distributed to the members of the Committee at least 48 hours prior to the meeting.

6.4. Quorum: A simple majority of the voting members of the Committee shall constitute a quorum.

6.5. Decision-Making: The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair will not vote unless to break a tie.

6.6. Electronic Discussion and Meetings: The Chair may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.

6.7. Committee Meeting Guests: All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting

6.8. Confidentiality: All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information

6.9. Minutes & Confidentiality: Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation

7. COMMITTEE ADMINISTRATIVE SUPPORT

7.1. The Committee shall receive administrative support from the CPGME Office. The administrative support shall be provided through an individual whose duties shall include:

a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;

b) Ensuring follow-up of Committee action items;

c) Information gathering;

d) Preparation and distribution of meeting material;

e) Minute-taking; and

f) Maintaining Committee records

8. WORKING GROUPS

8.1. Referral to Working Groups: The Committee may refer issues to one or more working groups as the circumstances require. Each working group shall have its own mandate, approved by the Committee.

8.2. Working Group Reports: A report from its working groups shall be a standing item on the Committee meeting agenda.

9. AMENDMENTS TO TERMS OF REFERENCE

9.1 Amendments to these Terms of Reference may be proposed by the Committee to the PGME Executive Committee.

10. DATES OF APPROVAL, REVIEW AND REVISION

10.1. Date approved: November 18 2025 – PGME Executive Committee

10.2. Review: Formal review of these terms will be conducted every ten (10) years. In the interim, these terms of reference may be revised or rescinded if the PGME Executive Committee deems necessary, or if the Committee recommends revisions or rescission to the PGME Executive Committee.

10.3. Supersedes: PGME-Awards Committee Terms of Reference (January 17, 2017)

10.4. Committee Administrative Support: PGME Finance and Office Assistant

10.5. Effect on Previous Statements: These terms shall supersede all previous PGME terms on the subject matter herein.