

TERMS OF REFERENCE

Committee:	Medical Learners Subcommittee
Reports to:	Advocacy and Engagement Committee
Purpose:	<p>The purpose of the Medical Learners Subcommittee is to guide programs, services and events for medical learners to strengthen NBMS's impact on learner engagement, recruitment and retention in New Brunswick.</p> <p>The purpose is executed under the framework of the NBMS Bylaws and the <i>Medical Act</i>, S.N.B. 1981, c. 87.</p>
Responsibilities:	<p><u>In performing its functions, the Subcommittee shall:</u></p> <ul style="list-style-type: none"> • Recommend strategic plans as they related to Medical Learners. • Advise on programs, services and events for Medical Learners. • Guide on outreach, recruitment and retention efforts of Medical Learners in New Brunswick. • Represent and advocate for Medical Learners at medical education campuses, resident sites and other locations. • Report directly to the NBMS Board of Directors at least annually.
Membership, Chair, Term & Quorum:	<p>The Subcommittee will consist of a minimum of six (6) and no more than eight (8) members of the NBMS, including the Co-Chairs (a student and a resident). The Subcommittee will include at least one (1) member from the Advocacy and Engagement Committee.</p> <p>Members may include:</p> <ul style="list-style-type: none"> • A student from Dalhousie Medicine New Brunswick • A student from the Université Laval • A student from the Centre de formation médicale du Nouveau-Brunswick • A student from the Université de Montréal • A resident from Horizon Health Network • A resident from Vitalité Health Network • A resident from out-of-province <p>Subcommittee members are voting members of the Subcommittee. The Co-Chair presiding over a meeting only votes in the event of a tie.</p>

The NBMS CEO and the Student Presidents of Dalhousie Medicine New Brunswick and Centre de formation médicale du Nouveau-Brunswick will be ex-officio, non-voting members of the Subcommittee.

The Subcommittee has the authority to recommend a non-member of the NBMS where there is a need for specific expertise. This individual may be a voting member.

In the event both Co-Chairs are unable to attend, another member of the Subcommittee will be asked to chair the meeting.

The Co-Chairs will serve a term of two (2) years, renewable once (1) with the approval of the Board.

The Advocacy and Engagement Committee member will serve a term of one (1) year, renewable with the approval of the Board.

Subcommittee members will serve a term of two (2) years, renewable once (1) with approval of the Board.

The Subcommittee will meet at least quarterly and report regularly to the Advocacy and Engagement Committee with respect to its activities.

Quorum is the majority of voting members of the Subcommittee.

**Approved by the NBMS
Board of Directors:**

May 30, 2025

Effective Date:

June 1, 2025