



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

Roles and Responsibilities

1. Executive

1.1. Chair

- 1.1.1. Chairs all meetings
- 1.1.2. Establishes the agenda for all meetings; seeks agenda items from PAAC members
- 1.1.3. Is a formal member of the Postgraduate Medical Education Advisory Committee (PGMEAC) and attends all scheduled PGMEAC meetings and provides a formal report on the Postgraduate Administrators Advisory Committee (PAAC) activities on an annual basis.

1.2. Vice-Chair

- 1.2.1. Serves as Chair when Chair is not available to attend meetings
- 1.2.2. Assists with the preparation of the annual Report to PGMEAC

1.3. Secretary

- 1.3.1. Establishes meeting schedule as outlined in the Terms of Reference and ensures quorum is achieved
- 1.3.2. Circulates the agenda to all meetings at least one week prior
- 1.3.3. Takes minutes at all meetings and circulates to all committee members within two weeks of the meeting
- 1.3.4. Follows up on action items identified in the meetings
- 1.3.5. Administers the nomination and election process and communicates results

2. Members-at-large

- 2.1. Bring forward issues and ideas for discussion/action
- 2.2. Report back to their constituencies/supervisor/Program Director/Program Residency Training Committee

3. Post MD Education/PGME Members (or delegates)

- 3.1. Provides logistical support for the committee (meeting rooms, teleconference lines, etc.) to enable the committee to meet regularly
- 3.2. Provides information as required