

# Terms of Reference

## EARLY CAREER FELLOWS COMMITTEE

### 1 Objective

The Early Career Fellows Committee (ECF) is responsible for the general and specific needs of Early Career Fellows. Recognizing that the needs of our membership change over time, the Early Career Fellows are important to the vitality of the College. This committee will be focused on meeting the needs of this demographic as well as the activities of the College as directed by the Board.

### 2 Responsibilities

#### *Representation at the Board of Directors*

- Elect annually a Director which will represent the ECF at the Board of Directors

#### *Professional Development*

- Develop a professional development strategy and process to engage ECFs.

#### *Mentorship*

- Establish a mentorship program that pairs up ECFs with established mid and late career Fellows or Members.
- Maintain an accurate and current list of willing mentors.
- Guide early Career Fellows in career opportunities and directions.
- Engage Early Career Fellows in College initiatives and groom them for future leadership positions.

#### *Communication*

- Develop and maintain specific communication strategies that relate to ECF.
- Identify specific needs of this group as it matures in its relationship with RCDC.
- Develop and maintain a feedback mechanism to ensure ECFs have a voice.

#### *Policy Advancement*

- Recommend policy changes to the Board through the ECF Director



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### 3 Membership and Term

The Early Career Fellow Committee is a subcommittee of the Fellowship Affairs Committee.

<u>Members</u>	ECF Director (Chair)	1 year, renewable
	Board Chair (Ex-officio)	While in office
	Board Vice-Chair (Ex-officio)	While in office
	At least 1 Director	Renewable yearly
	Up to 9 ECF Members-at-Large	Renewable yearly

### 4 Meeting Procedures

<i>Schedule:</i>	Quarterly and when called by Chair.
<i>Format:</i>	In-person, by teleconference or other electronic means.
<i>Agenda:</i>	Developed by the Chair, with input from members and the Staff Resource.
<i>Guests:</i>	The Chair may invite guests to attend meetings as a resource as required.
<i>Minutes:</i>	Prepared by a minute-taker for review by Chair and approval at next committee meeting; filed at Head Office.
<i>Reporting:</i>	It is the responsibility of each committee Chair to provide oral and written reports on a quarterly basis to the Board of Directors, and to ensure that all recommendations stemming from the committee are presented to the Board for approval.

### 5 Decision-making

The committee cannot commit the use of the organization’s financial or human resources without prior approval from the Board of Directors.

### 6 Accountability

The Early Career Fellows Committee will be accountable to the Board through the Chair of the committee.



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## 7 Staff Resource

Director of Operations