

## Terms of Reference

# INTERNATIONAL FELLOWS COMMITTEE

### 1 Objective

The International Fellows Committee (IFC) is responsible for the general and specific needs of International Fellows. Recognizing that the global representation of our membership continues to grow, the International Fellows are important to the vitality of the College. This committee will be focused on meeting the needs of this demographic including professional development, mentorship opportunities, communication and ensuring that the needs of IFs within the membership are met.

### 2 Responsibilities

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

- Elect annually a Director from within the International Fellows Committee which will represent the IF at the Board of Directors

#### *Professional Development*

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

#### *Mentorship*

- Establish a mentorship program that pairs up IFs with established mid and late career Fellows or Members.
- Maintain an accurate and current list of willing mentors
- Guide International Fellows in career opportunities and directions.
- Engage International Fellows in College initiatives and encourage them to pursue leadership positions within the RCDC

#### *Communication*

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

#### *Policy Advancement*

- Recommend policy changes to the Board through the IF Director



**RCDC**

THE ROYAL COLLEGE OF DENTISTS  
OF CANADA

### 3 Membership and Term

The International Fellows Committee is a subcommittee of the Fellowship Affairs Committee.

<u>Members</u>	IF Director (Chair)	1 year, renewable
	Board Chair (Ex-officio) Board	While in office
	Vice-Chair (Ex-officio)	While in office
	At least 1 Director	Renewable yearly
	Up to 3 IF Members-at-Large	Renewable yearly

### 4 Meeting Procedures

<i>Schedule:</i>	Quarterly and when called by Chair.
<i>Format:</i>	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 International Fellows Committee will be accountable to the Board through the Chair of the committee.



**RCDC**

THE ROYAL COLLEGE OF DENTISTS  
OF CANADA

## 7 Staff Resource

Director of Operations