

College of Medicine, University of Saskatchewan
Social Accountability Committee
Terms of Reference

Social accountability within the CoM includes a wide range of activities that contribute to greater health equity for the communities the CoM serves. These activities are driven by the priority health concerns of the community, focusing on underserved and disadvantaged groups. The priority health concerns are determined jointly by community, health administrators, academic institutions, health professionals, and policy makers.

Committee Function

The function of the committee is to:

1. To advocate for and promote social accountability within the College of Medicine.
2. Advise on and support the development and implementation of curriculum designed to educate undergraduate, postgraduate and continuing professional learners to excel at meeting the priority health needs and instill the sense of professional responsibility to help address these needs.
3. Support the development of capacity in students, faculty, educators, and administrators in the CoM to be leaders in understanding and applying social accountability in their education, research, advocacy, and service undertakings.
4. Support the meaningful participation and engagement of community and community partners in CoM initiatives in a manner that is respectful and mutually beneficial.
5. Promote strategies that enhance equitable access to the CoM and that contribute to a diverse and representative CoM learning environment.
6. Support the development of tools and processes to define needs and to measure and monitor social accountability within the CoM.
7. Assist in the collation and dissemination of information about social accountability with networks of stakeholders locally, regionally, and nationally.

Membership

All members (except resource personnel and offices providing administrative support) are voting members. Term of office is 3 years for faculty members and two years for undergraduate, postgraduate and graduate students. Faculty and student members are nominated by the committee and put forward to the Nominations Committee of Faculty Council for approval (notice of motion). Faculty members may be re-appointed (No faculty or student should be on more than two standing committees of Faculty Council). The committee may extend rights of audience on either a standing or ad hoc basis.

Members include:

- Chair
- The Dean or designate

- Vice Dean Education
- Vice Dean Research
- Assistant Dean UGME Curriculum
- Assistant Dean UGME Academic
- Assistant Dean Quality
- Division of Social Accountability Director/Head
- Social Accountability Strategist, DSA
- Community Engagement Specialist, DSA
- 1-3 faculty members
- 2-4 student members
- 1-3 resident members
- Administrative Assistant, DSA (secretary)
- UGME Manager
- Members at large representing specific subcommittees (all are voting)
 - Indigenous Health Committee Chair
 - Aboriginal Health Coordinator, CoM
 - Global Health Chair
 - Global Health Manager, DSA

Elected Chair

- Appointed committee members are eligible to stand for Chair
- Elected by majority vote (50%+1) of committee members; motion to Nominations Committee of Faculty Council to approve
- 2 year term, renewable twice
- In case of absence, the chair will designate an alternative committee member to chair the meeting

Reporting

This committee is a standing committee of the College of Medicine Faculty Council and will provide reports and/or advise to Faculty Council. The SAC provides a summary report of activities at least once annually to Faculty Council.

Meetings

Committee meetings will be held 4 times per year face-to-face, by telephone, videoconference or other electronic means. Ad hoc meetings may be called by the chair. An agenda and associated documentation, including prior meeting's minutes, will be circulated ahead of time, as early as possible. A record of the meeting is kept in the form of minutes, which are open to any member of the committee.

Quorum for committee is a majority (50%+1) of voting members.

Conflict of Interest

Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the committee's agenda. If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she [will abstain from voting and be

excused from Committee discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter].