

**CANADIAN ASSOCIATION OF RADIATION ONCOLOGY
ASSOCIATION CANADIENNE DE RADIO-ONCOLOGIE**

**TERMS OF REFERENCE
RESIDENTS AND FELLOWS COMMITTEE**

1. Mandate

This is a standing committee of CARO. It serves to provide input to the Board of Directors from the perspective of residents and Fellows on issues of education, training, employment, and any other issues addressed by CARO.

2. Objectives

- To advocate on behalf of residents and Fellows in all matters pertaining to education, training and employment
- To monitor the status of manpower issues
- To track the Fellowship and employment choices of graduating residents
- To increase resident awareness of CARO and its activities
- To advocate for the continuation of annual resident refresher courses
- To provide content to the Website Committee on issues of interest to residents and Fellows

3. Membership

This committee consists of resident or Fellow members of CARO who are representative of each of the active training programs in Canada. The Chair will be elected from the Committee of the Whole, comprised of all active resident and Fellow members of CARO, and will be a full voting member of the CARO Board of Directors.

4. Terms of Office

The term of the members will be the duration of their residency and/or Fellowship, so long as they are in good standing with their program. The term of the Chair, who also serves as a Director on the CARO Board and in accordance with its terms of office, will be two (2) years and is not renewable.

The term of the members will be the duration of their residency and/or Fellowship, so long as they are in good standing with their program. The term will be considered complete on the date of completion of the residency and/or fellowship, or the CARO AGM of the same year, whichever is latest."

5. Reporting Relationships

The Committee reports to the CARO Board. The Committee will provide written reports and presentations to the Board when requested. The Chair, or appointed designate, and will make a presentation to the CARO membership at the Annual General Meeting.

6. Liaisons

This committee liaises reciprocally with the two Liaison Committees: the Radiation Oncology Program Directors Committee and the Royal College Specialty Committee in Radiation Oncology, when required. This Committee liaises with the Website Committee to maintain a section for residents and Fellows. A member of this Committee will be a liaison member on the Manpower and Standards of Care in Radiation Oncology Committee. A member of this Committee will serve as the resident and Fellows representative to the CARO Membership Committee. A member of this committee will serve as the resident head for the CARO International

Communications (CIC) Workgroup to participate, advocate, and consult on issues of interest to residents and Fellows at the global health level.

7. Meetings

This Committee will meet in-person at the time of the CARO Annual Scientific Meeting. At that time, the Committee may convene a meeting with the Committee of the Whole, comprised of all active resident and Fellow members of CARO who attend the Annual Scientific Meeting. The Committee will conduct correspondence or teleconferences at the discretion of the Chair.

8. Financial Arrangements

No committee member shall be remunerated for being or acting as a committee member. CARO will provide support towards Committee meetings held at the Annual Scientific Meeting or to CARO representatives travelling on pre-approved business that is not otherwise supported.

9. By-Laws

This Committee is governed by the By-Laws of CARO.

Revised: July 2013