



Terms of Reference

Section of Family Doctors Council

1. Mandate

The Section of Family Doctors Council (FDC) will advocate for the business and interests of family doctors. The work of the Council will involve developing strategies for key issues affecting the role, responsibilities, and capacities of general practitioners and family doctors.

2. Duties and Responsibilities

The following duties and responsibilities are outlined in the Doctors Nova Scotia Rules and Regulations.

A Section must:

- prepare a Terms of Reference that is approved by the Doctors Nova Scotia Board of Directors and filed with the association.
- if asked by the Board of Directors, assume responsibility for any part of the Annual General Meeting agenda that relates to its specialty.
- deal with matters referred by the Board of Directors or the Annual General Meeting of the association.
- keep minutes of all Section meetings and provide a copy of the minutes to Doctors Nova Scotia.
- prepare a written Annual Report, that is submitted to the association on or before April 15, for presentation to the Annual General Meeting.

A Section may:

- through its Executive, make recommendations to the association for consideration, however Board approval is required before any action is taken.
- through its Executive, make a presentation to the Board of Directors regarding matters of interest. Any such request must be made to the Chair of the Board.
- appoint committees or working groups as it deems necessary.
- when a specific area of expertise is needed, be called upon to name representatives to committees of the association.
- be asked by the Board of Directors to work in cooperation with another committee of the Board.

3. Section Membership

The Council membership will consist of the following :

- 12 Geographical representatives elected by the membership:
 - 3 from Halifax county – 2 metro, 1 rural*;
 - 2 from Cape Breton (Inverness/Victoria/Cape Breton/Richmond counties)
 - 1 from each of the remaining counties as follows:
 - Colchester/Hants
 - Cumberland
 - Pictou
 - Annapolis/Kings
 - Antigonish/Guysborough
 - Digby/Yarmouth/Shelburne
 - Lunenburg/Queens
- 1 Resident in Family Medicine at Dalhousie University, at a Nova Scotia site.
- 1 Medical Student who is a member of the Dalhousie Family Medicine Interest Group.
- 2 “Flex” positions selected by the consensus of Council, if and when necessary, to ensure input from a representative selection of family practitioners.
- 2 Ex officio positions for family doctors serving on the Doctors Nova Scotia Board of Directors if/when necessary to ensure communication/interaction between the two bodies.
- 2 Chair and Past Chair.
- 1 President, President-elect of the Nova Scotia College of Family Physicians.
- 1 Executive Director of the Nova Scotia College of Family Physicians (non-voting).
- 1 Staff member from Doctors Nova Scotia, to be selected at the discretion of Doctors Nova Scotia (non-voting).

Doctors Nova Scotia conducts the elections for the representatives. All correspondence sent to members during the election is approved by the Chair.

All terms will be for two years. If re-elected, members can serve a maximum of two terms or four years. Once a member is elected and assumes the role as Chair, they will have four years remaining in their term (2 years as Chair, and 2 years as Past-Chair).

*Metro: Halifax/Dartmouth/Sackville/Bedford

Rural: Central Zone outside Halifax/Dartmouth/Sackville/Bedford

4. Officers and Executive Committee

Members of the Council will elect a Chair every two years; the Chair-elect will be elected in the second year of the Chair’s term. A Secretary, Treasurer, and Grants Coordinator will be elected by the Council annually. These officers shall act as the Executive of the Council.

The Executive will be responsible for managing the Council's finances and conducting the affairs of the Council between meetings.

The Secretary will record the minutes of each meeting and distribute those minutes to members of the Section. A copy of the minutes must also be provided to Doctors Nova Scotia.

5. Meetings

The Council will meet four times per year.

In addition to regular meetings, special meetings may be called by the Chair on behalf of the Executive, or by written request of any five (5) members of Council. The Secretary shall notify all members not less than seven (7) days in advance of all meetings.

A minimum of half the Council members constitutes a quorum. A motion may pass by majority vote or consensus.

6. Accountability

The Council will operate as a provincial council and will report to the Family Doctor membership.

The Council is advisory to and accountable to the Board of Directors of Doctors Nova Scotia.

Approved by the Board: October 2024