Federation of Medical Women of Canada
Women, Peace and Security (FMWC WPS) Steering Committee

Terms of Reference

Introduction:
Canada's National Action Plan (CNAP) is to implement United Nations Security Council Resolution 1325 on Women, Peace, and Security; acknowledges that sustainable peace is more likely achieved when women are fully involved at all levels of civil society and government work [1]. Women's full participation in conflict prevention, resolution, and post-conflict state building creates transformative solutions.

At 2017 FMWC Annual General Meeting, following a presentation by Beth Woroniuk, Coordinator of Women, Peace and Security Network-Canada (WPSN-C) [2], a motion was approved in October by the board for FMWC to officially join 70+ other organizations as part of the WPSN-Canada.

A FMWC WPS steering committee was established to recommend the next steps and explore potential WPS projects best suited for FMWC and MWIA.

The FMWC WPS Steering Committee will:

1. **Establish** a strategic framework for a "FMWC WPS Committee".
2. **Educate** the FMWC membership on WPS topics.
3. **Explore** the WPSN-C for FMWC and MWIA opportunities to support WPS.
4. **Advocate** within FMWC and MWIA for actions concerned with the WPS agenda.
5. **Communicate** approved WPS support opportunities to membership.
6. **Monitor** FMWC actions and projects to support their success.
7. **Report** updates to the FMWC at IBM and AGM.

Terms of Reference

The FMWC WPS committee will support and facilitate the achievement of the FMWC mission, vision, and goal. This committee will explore opportunities to link FMWC and the WPS-network mission, vision and goals.

Mission: To promote the peace and security of women in medicine and in society at large.

Vision: To become the preeminent women-in-medicine networking advocate promoting peace and security.

Goal: To provide an opportunity for Canadian women in medicine to share ideas and advocate for peace and security within national and international spheres.

Steering Committee Composition:
- The FMWC board will appoint a committee Chair for a 2 year-term, reappointed once.
- The committee membership will include the FMWC President or executive delegate and the MWIA representative.
- A student and/or a resident representative will be invited to join the committee on annual basis.
- Chair can appoint 1-3 members-at-large as required.

Reporting:
- The committee Chair will report to the Board at the annual IBM and AGM.
- WPS report to be published at the FMWC newsletter.
- An official time at the AGM will be available to a WPS speaker.

Budget:
The committee does not have a budget. However, where applicable, the committee will help seek support for recommended projects from FMWC board and other funding bodies.

Meetings:
- Meetings will be held about every two (2) months.
- The schedule will be published at least two (2) months in advance.
- Special meetings will be scheduled as required with one (1) week's notice.
- Members can attend meetings by teleconference.

Meeting Decisions/Quorum:
- If a consensus is not clear, decisions will be made by motion/vote process.
- Only steering committee members are eligible to vote on motions.
- Decisions are made by majority vote of members present at meeting.
- A minimum of five (5) committee members must vote on a motion.

Meeting Minutes:
Meeting minutes will be circulated within one month of a meeting.

Advocacy Declaration:
All members will submit an Advocacy Declaration to identify membership in other advocacy groups.

Review of Terms of Reference:
The terms of reference will be reviewed and updated annually by the committee. The revised document will be submitted to the board for approval at a subsequent annual meeting. The document must be circulated electronically at least 2 weeks before the annual meeting.

References:
1) FMWC Mission, Vision & Goals: https://fmwc.ca/about-us/goals
2) Canada's National Action Plan on Women, Peace, and Security: htps://international.gc.ca/women-peace-security
3) WPSN-C: https://wpsn-canada.org

Document Librarian: Committee Chair
Documents will be archived as part of standard the FMWC protocol.

Approved by the FMWC Board: 3/Sept/2018