



Operating Policy – Emergency First Response Team (EFRT) Advisory Committee

1. Purpose

- 1.1 To act as advisors for the Emergency First Response Team (EFRT) based on their collective experience with the MSU, the Emergency First Response Team, and health care in general.

2. Membership

2.1 Voting members shall be:

- 2.1.1 The EFRT Program Director (Chairperson, non-voting in matters of appeal);
- 2.1.2 Vice-President (Administration);
- 2.1.3 Vice-President (Finance);
- 2.1.4 One (1) member of the Executive Board;
- 2.1.5 One (1) SRA member, elected by the SRA;
- 2.1.6 One (1) current EFRT member, elected by the EFRT Team;
- 2.1.7 One (1) previous member of EFRT, chosen by the EFRT Executive;
- 2.1.8 The Medical Director;
- 2.1.9 The Student Wellness Centre Director;
- 2.1.10 One (1) representative of McMaster Security Services;
- 2.1.11 The Emergency Services Advisor.

2.2 The Emergency Services Advisor shall:

- 2.2.1 Be someone currently working in the emergency medical services profession and preferably a past team member;
- 2.2.2 Serve a renewable one (1) year term. They shall apply in writing and be voted in upon by EFRT Executive members;
- 2.2.3 Provide guidance from practical experiences within the profession in regard to implementing new first aid equipment and protocols. They shall be available during Orientation weekends and team-training sessions.

2.3 Membership is subject to ratification by the Executive Board;

2.4 Quorum shall be one-half of the membership.

3. Duties of the Committee

3.1 The Committee shall:

Approved 95F
Revised 96Q, 98N, 99P, 00Q, 11Q, 20B

- 3.1.1 Serve a twelve (12) month term, commencing May 1;
- 3.1.2 Make recommendations to the Executive Board on budgeting, selection of members, suspension / discipline appeals, operation and overall improvement of EFRT;
- 3.1.3 Provide input to the EFRT Program Director on the EFRT year plan, mid-year report, and year-end report;
- 3.1.4 Meet as necessary, by recommendation of the Program Director or Medical Director.

4. Duties of the Chairperson

- 4.1 The Chairperson shall:
 - 4.1.1 Submit the committee members' names for ratification to the Executive Board by May 31;
 - 4.1.2 Call the first meeting of the Advisory Board and all meetings thereafter;
 - 4.1.3 Ensure members receive notice and a tentative agenda at least 5 (5) business days prior to the meeting;
 - 4.1.4 Coordinate the activities of the committee;
 - 4.1.5 Pass on recommendations from the committee to the Executive Board;
 - 4.1.6 Ensure proper minutes are taken at all quorate meetings and kept on file in the MSU Main Office; these minutes shall be submitted to the MSU Main Office within three (3) business days after the meeting.