

Faculty of Medicine
Memorial University of Newfoundland
Terms of Reference
Financial Counselling Advisory Team (FCAT)
May, 2014

Purpose

The FCAT acts in an advising capacity to the Financial Counsellor and the Coordinator, Student Affairs, in the development and delivery of the Faculty of Medicine professional financial counselling program. The Faculty member and staff members serve for a term of three years; the resident and student serve for a term of one year. The Medical Students' Society will appoint the undergraduate medical student members. PAIRN will appoint the resident member.

Membership

Voting members:

- Assistant Dean, Student Affairs, or delegate (Co-Chair)
- Student Affairs Coordinator (Co-Chair)
- Financial Counsellor
- Three (3) Faculty Members, two of whom must be physicians
- One (1) Medical Student
- One (1) Resident

Operations

- The Group meets 3-4 times per year in the first year then semi-annually or at the call of the Chair.
- A quorum is half the voting members plus one.
- Decisions on substantive issues are decided by majority vote, whereas other routine matters may be decided by consensus.
- The Office of Student Affairs distributes the minutes to all team members

Responsibilities

- Set the strategic direction for the financial counselling program.
- Construct, implement, and evaluate a needs assessment and use the results to recommend a process to ensure student financial advisory needs are met.
- Report to UGMS on required elements of the program and the results of program evaluation.