

TERMS OF REFERENCE

GLOBAL PROGRAMS ADVISORY COUNCIL (GPAC)

MANDATE

The Global Program Advisory Council (GPAC) is comprised of individuals with programmatic and subject matter expertise in global programming related to sexual, reproductive health and rights (SRHR). The GPAC provides subject matter expertise, oversight, recommendations, and strategic input for the successful implementation of the Canadian Association of Midwives' (CAM) Global Program.

The key objectives of the GPAC are as follows:

- Provide subject matter expertise and insights to shape CAM's Global Programs and strategic direction,
- Identify funding and programming opportunities to sustain CAM's Global Program,
- Assess risks as required to inform decision-making,
- Act as ambassadors and champions for CAM's Global Program, supporting advocacy, awareness-building and fundraising efforts, and
- Provide feedback on new areas of programming, calls for proposals, program strategies, and relevant policies and procedures as required.

RESPONSIBILITIES

Advisory Council

1. Provide strategic input to CAM's Board of Directors,
2. Provide input and recommendations to CAM staff, and
3. Promote and uphold CAM's mission, organizational values and justice, equity, diversity and inclusion (JEDI) principles in all GPAC activities, decision-making processes, and recommendations.

Advisory Council Chair

1. Develop meeting agendas together with key staff,
2. Foster open communication during meetings, ensuring all participants have the opportunity to express their views,
3. Assume responsibility for advancing discussions and decisions, addressing objections and conflict as required,
4. Ensure discussions and decision-making processes are guided by CAM's organizational values and justice, equity, diversity and inclusion (JEDI) principles, and
5. Address conflicts of interest, as required.

DECISION-MAKING SCOPE

The GPAC serves in an advisory capacity to the CAM Board of Directors. The CAM Board carefully reviews and considers all strategic input and recommendations from the GPAC in decision-making. Information is relayed to the GPAC through the Board representatives, maintaining bilateral accountability between the Board and the GPAC.

The GPAC aims to reach a consensus on its recommendations to the Board through discussion; however, if consensus is not achieved within a reasonable period, the GPAC will proceed with a vote.

COMPOSITION AND APPOINTMENT OF COUNCIL MEMBERS

The Global Program Advisory Council (GPAC) is composed of four (4) to eight (8) appointed Advisors and a senior staff person responsible for the implementation of CAM's Global Programs. While Advisors are not required to be members of the Canadian Association of Midwives (CAM), they must possess the skills and expertise required to fulfill the GPAC's mandate.

Each year, CAM issues a call for applications to fill vacant and open seats of the GPAC. The Governance and Recruitment Committee (GRC) reviews all applications and recommends candidates to the Board of Directors for appointment. To the greatest extent possible, the GRC considers and prioritizes applicants from equity-deserving groups and a variety of skills and demographics to ensure diverse perspectives on both the GPAC and the CAM Board.

Advisory Council Chair

The GPAC will select one (1) member to hold the position of Advisory Council Chair for a term of two (2) years. The individual selected is not required to be a Board representative.

GPAC Board Representatives

The GPAC will nominate two (2) individuals from the Council to sit on the CAM Board of Directors.

The Governance and Recruitment Committee (GRC) will review these nominations and recommend the final candidates to the Board of Directors.

The Board of Directors is responsible for appointing the representatives to the Board and ensuring the CAM membership approves the Board slate annually.

Terms

Each Advisor's term will be set at two (2) years. Terms may be renewed. As much as possible, terms will be staggered such that half of Advisors' tenures overlap.

Justice, Equity, Diversity and Inclusion (JEDI) Principles

The GPAC will, to the greatest extent possible, represent diverse perspectives, demographics and contexts relevant to CAM's Global Program.

Advisory Council members must represent a diverse set of perspectives, including:

- Individuals with expertise in global health, international development, midwifery and/or sexual and reproductive health and rights (SRHR) relevant to CAM's programming, and
- Individuals with lived or professional experience in low- and middle-income countries or communities that align with CAM's programming.

Advisory Council members must also commit to maintaining JEDI principles in all decision-making processes, including the nominations of two (2) GPAC Board candidates.

Orientation

All appointed Advisors will receive onboarding which includes:

- A comprehensive overview of CAM's programming and [Theory of Change](#), with an emphasis on CAM's Global Programs,
- A review of CAM's Governance Structure and Advisory Councils and Board of Directors Terms of References, and
- A review of CAM's Governance Handbook, and all relevant policies and procedures.

COUNCIL MEETINGS

The GPAC meets approximately four (4) times per year by videoconference. It is expected that Council Advisors have access to the necessary equipment to join videoconferences.

Advisors are not required to be off call to attend meetings, however measures should be taken to not miss more than two (2) meetings in a row. An Advisor who is unable to attend a meeting is asked to notify the Chair and relevant CAM staff as soon as possible. Advisors who send their regrets are encouraged to review all relevant materials and provide written comments in advance, if possible.

In special circumstances, CAM may request input via email from the GPAC on urgent matters. CAM may also invite Advisors to participate in the organization's strategic planning.

GPAC meeting reports will be included in Board meeting consent agenda or given verbally during the Board meeting if discussion is required. Minutes of the GPAC will be made available to Board members upon request.

Materials & Communication

Meeting agendas, minutes of the previous meetings, and additional supporting materials will be made available to the GPAC at least one (1) week prior to a meeting.

Support

In addition to CAM's senior staff participation on the Advisory Council, administrative staff will be assigned to the GPAC to provide support with meeting logistics and minute taking. The Executive Director may participate in meetings and discussions of the GPAC, as required.

REPORTING

The GPAC reports to the Board at each Board meeting via the Board representatives and provides an annual report summarizing the GPAC's activities and recommendations for the Annual General Meeting (AGM). The Board representatives will provide updates to the GPAC on Board decisions during the Council's regular meetings.

PROFESSIONAL CONDUCT

All Advisory Council members are expected to act professionally, uphold CAM's values, and abide by the organization's policies and procedures. This includes complying with the conflict-of-interest policy, completing an annual conflict-of-interest declaration, and updating it when a potential or perceived conflict arises. Members who have a direct or perceived conflict of interest must recuse themselves from relevant discussions.

Advisors may not hold positions that conflict with CAM's operations, such as employment or contractual work with funding agencies or regulatory bodies. This restriction does not apply to midwives employed or contracted by regional or provincial health authorities for clinical care or supervision. If the GPAC determines an Advisor has a conflict of interest, the Advisor may be asked to step down.

CAM will disclose if any Advisors receive financial support from CAM.

For additional information, review CAM's Governance Handbook.

REMUNERATION

Advisors do not receive payment for their service on the GPAC; however, they may be eligible for reimbursement of reasonable, pre-approved expenses related to their duties.

EFFECTIVE DATE

This Terms of Reference (ToR) shall be reviewed every two (2) years by the GPAC, with any recommended changes submitted to the CAM Board for approval.

FINAL VERSION APPROVED APRIL 3, 2025

Annex A: CAM's Logic Model

Ultimate Outcome					
1000. Equitable access to excellent sexual, reproductive & newborn midwifery services for everyone					
Intermediate Outcomes					
ADVOCACY 1100. Governments, donors and stakeholders enhance sexual and reproductive health and rights (SRHR) related policies and investments in midwifery in Canada and globally, including for equity-deserving groups and underserved areas.		PROMOTE EXCELLENCE 1200. Midwives deliver quality care that is evidence-based, rights-based, inclusive, anti-racist, culturally safe, and environmentally sound.		ASSOCIATION STRENGTHENING 1300. Midwifery associations carry out their mandate effectively to advance the profession of midwifery and deliver relevant programming.	
Immediate Outcomes					
INCREASE AWARENESS & VISIBILITY 1110. Relevant government stakeholders demonstrate an increased understanding of midwifery and its contribution to SRHR outcomes in Canada and globally.	INFLUENCE POLICY & PROGRAMMING 1120. Midwifery associations engage in more strategic advocacy to influence SRHR policy development and programming.	IMPROVE AVAILABILITY OF CPD & RESOURCES 1210. Midwives improve their skills and competencies to equitably respond and adapt to diverse client needs.	IMPROVE UPTAKE OF CPD & RESOURCES 1220. Midwives increase their utilization of professional development opportunities and resources offered through CAM.	INTERNAL STRENGTHENING 1310. CAM strengthens its leadership, organizational effectiveness, internal structures, and values centered approach, to carry out its mandate.	EXTERNAL STRENGTHENING 1320. Member and partner associations strengthen their capacity to build partnerships, engage with members and governments and implement programming.