

August 26, 2016

Dear Members:

**Re: ACFP Notice to Members:**

**The ACFP Committees Re-organization, Members/Chair  
Terms, and Committee Mandates**

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On behalf of the ACFP Board, I would like to thank all of our members who have participated in both our Board and operational committees over the past few years. The ACFP has seen much growth as an organization over the last few years: growth in membership numbers, growth in program initiatives, and growth in advocacy efforts. The Alberta chapter is a strong and collaborative organization helping to lead change in Alberta's health care system.

Last April, we had our first Board meeting with our new, smaller, more engaged Board of Directors. We took a thorough look at the ACFP's committees and discovered there were some redundancies and that some committees needed to take a larger role in the ACFP's strategic function.

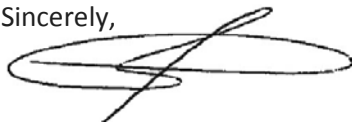
In order to maintain the integrity of the ACFP's governance work and changes over the past few years, the Board has decided to reorganize its committees and governance structure. The following notice will introduce, discuss, and outline the changes to the ACFP committees:

1. Board Mandate to Committees
2. Board Committees
3. Operational Committees
4. Committee Chair Terms
5. Committee Member Terms
6. Dissolved Committees
7. Task Force/Operational Committee/ePanel

I invite you to take a moment to read the following summary of the ACFP committees and urge you to become involved in the college's work in some form or another, whether it be sitting and actively participating in a committee, or attending one of the ACFP's continuing professional development (CPD) opportunities or belonging to the Family Physician Leader Registry. Active engagement is an opportunity to further develop yourself and the ACFP—your professional home for CPD and the exclusive voice for family physicians in Alberta.

If you have any questions regarding the committee changes, I welcome them and your comments at [acfpres@acfp.ca](mailto:acfpres@acfp.ca).

Sincerely,



John Chmelicek MD CCFP FAAFP FAWM  
President, Alberta College of Family Physicians

Cc: ACFP Board of Directors  
Ms. Terri Potter, Executive Director

**1. Board Mandate to Committees.** The Board has identified some guiding principles for ACFP committees to consider to help inform their decision-making and committee work. Read the full [Mandate to Committees letter](https://www.acfp.ca/wp-content/uploads/2016/08/Mandate-to-Committees_2016.pdf) ([https://www.acfp.ca/wp-content/uploads/2016/08/Mandate-to-Committees\\_2016.pdf](https://www.acfp.ca/wp-content/uploads/2016/08/Mandate-to-Committees_2016.pdf)).

**2. Board Committees.** Board committees consist the members of a Board of Directors and are mandated to carry out specified functions, programs, or projects assigned by the Board. Quite simply, they help the Board do its job where operational committees help the staff do its job.

- **Governance Advisory Committee:** The Governance Advisory committee is a standing committee of the ACFP Board and must have at least two Board of Directors, where the Chair must be a past President or Past Board member or a designate from the Board. The Governance Advisory committee has the following responsibilities:
  - Annual recruitment and provision of screened nominees for potential Board members according to Board stated need
  - Annual review and provision of recommendations for changes to Bylaw to be presented to the Board and then Annual Meeting of Members of the ACFP for approval
  - Annual review and provision of recommendations for updates to Board Policies
- **Financial and Audit Committee:** The Finance and Audit Committee is a standing committee of the Board, with a membership of at least three, chaired by the Board Treasurer tasked with the following:
  - Assurance that a fully qualified external auditor conducts a competent financial audit annually
  - Presenting audit results to the Board with recommendations as required
  - Annual review and provision of recommendation for updates to policies related to financial condition and activities, financial planning, budgeting and regular reporting by Executive Director.

**3. Operational Committees.** Operational committees help the staff achieve objectives from a strategy level by drawing upon the ACFP's membership. There are two core, operational committees—CPD Advisory and Membership Advisory.

- **CPD Advisory Committee:** The ACFP CPD Advisory Committee will be engaged and responsive to emerging trends in the development and delivery of continuing professional development opportunities for family physicians in Alberta. The Committee will provide support to the College's CPD initiatives that promote the role family physicians play in delivering the highest quality care to patients and their communities across Alberta. The committee will operate in an advisory capacity by providing recommendations to the Executive Director and ACFP Board. Other responsibilities of the committee will be:
  - To review regular updates on the CFPC's Mainpro+ certification and credit reporting platforms, and to provide advice for the advancement of adherence to CFPC certification requirements to ensure family physicians, and educational programming developed for family physicians, meet the CFPC's high standards for medical education and training.
  - To advocate and encourage research that will inform the discipline of family medicine, and strengthen family medicine education.

Currently there are two sub committees of the CPD Advisory committee.

- **Annual Scientific Assembly Planning Committee:** The Alberta College of Family Physicians (ACFP) Annual Scientific Assembly (ASA) Planning Committee is responsible for the development and delivery of the ACFP's Annual Scientific Assembly.



- **Practical Evidence for Informed Practice Committee:** The PEIP Conference Planning Committee is a standing committee which plays an integral role in the creation and delivery of an evidence-based, clinically relevant, and thought-provoking continuing professional development (CPD) event on an annual basis.
- **Membership Advisory Committee:** The Membership Advisory Committee will serve to ensure the ACFP is meeting the needs of its diverse membership. The committee will be responsive to emergent member needs, and will, where necessary, create sub-committees or task forces to identify and meet these needs. This committee will report to the Executive Director with strategies and recommendations, and will work with the ACFP staff to implement these through operational means.
  - **First Five Years in Family Practice Committee:** The First Five Years in Family Practice (FFYFP) Committee supports family physicians in their first five years of practice and family medicine residents' transition into practice. The Committee acts as a resource to the ACFP for those in the early stages of their career.
  - **Awards and Recognition Committee:** The ACFP Awards and Recognition Committee is a standing committee which plays an important role in building awareness for the ACFP, its members, and the significant role the ACFP plays in the advancing family practice in Alberta. The ACFP Awards and Recognition Committee recognizes, celebrates, and supports family physicians, family medicine residents, and medical students in excellence in leadership, education, advocacy, and research. The Committee will help promote the ACFP Awards Program and will play a strong role in scanning viable candidates for national recognition through the College of Family Physicians' Honours and Awards program.

**4. Committee Chair Terms.** In 2016 Committee members and chairs will be recruited following the same schedule for the Governance Advisory Committee's Call for Board of Directors annually in the fall. Chair terms will be three-year terms with the option for one renewal term where the renewable term will be made available to a Committee Chair is determined by the Governance Advisory Committee.

**5. Committee Member Terms.** Operational committee members will have a three-year term, renewable once where the renewable term will be made available to a Committee member is determined by the Chair.

**6. Dissolved Committees.** The following committees have been dissolved.

- Alberta Family Practice Research Network (AFPRN) Committee
- Advisory Committee on Seniors Care (ACSC)

**7. Task Force/Operational Committee/ePanel.**

- **Task Force:** A Task Force will be struck when the Board feels that there is an imminent issue or topic area that may affect the ACFP or its members. The Board or designates will first identify the task, invite members to join the Task Force, and ask for a defined action plan, timeline, and desired outcomes from the Task Force once the Task Force has determined how to apply its work. The Board will consider all information and suggestions from membership for areas in demand for a Task Force.
- **Operational Committee:** An Operational Committee will be struck by the ACFP Executive Director in support of the ACFP operational work.
- **ePanel:** An ePanel will be struck by the ACFP Executive Director when feedback and counsel needs to be sought out on a particular topic. An ePanel will be invited to provide feedback and counsel on an ad-hoc basis.

For more information on all committees of the ACFP, visit <https://www.acfp.ca/about-us/committees/>.