

# PEIP PLANNING COMMITTEE

## TERMS OF REFERENCE

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**Approved:** *September 18, 2018*  
**Approved by:** *Executive Director*

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The Practical Evidence for Informed Practice (PEIP) Conference Planning Committee an operational committee of the ACFP.

### PURPOSE

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.

### OVERALL RESPONSIBILITIES

1. Be available to meet (by teleconference and/or in person, and regularly by email)
2. Work with ACFP Staff Liaison and Project Team to deliver an annual, certified Group Learning CPD event, including:
  - Identification of topic areas, solicitation of expert speakers, and creation of preliminary learning objectives and session titles
    - Development of a highly relevant and responsive CPD program that is practical and provides “bottom line” lessons
3. Raise awareness for the evidence-based discipline of practice and research
4. Help promote the Conference through your personal and/or professional networks
5. Read, understand, and adhere to the ACFP Volunteer Code of Conduct and the Roles and Expectations of Committee Members found in the Volunteer Information Manual

### MEMBERSHIP

Membership will have interdisciplinary primary care representation to ensure that CPD needs of the ACFP’s membership across the province are met. Professionals are solicited and are selected based on excellence in practice and/or academia.

The PEIP Conference Planning Committee will consist of a minimum of six (6) and a maximum of ten (10) professionals who will serve a 3-year term with an opportunity for renewal for a second 3-year term. The renewal for the second term is not subject to the ACFP’s Nominations process. Whether the renewable term will be offered to a Committee member is determined by the Chair, Executive Director, and Planning Committee Members.

### MEMBERSHIP WILL INCLUDE

Chair

Up to nine (9) PEER Team and Professional Members

Professional Members include practicing family physicians and allied care providers such as pharmacists and nurses.

Committee Chairs are selected by the existing Committee Members, recommended to the Governance Advisory Committee, and approved by the Board. If a Chair cannot be chosen or elected by the Committee, nominations will be sought through the regular ACFP nomination process. Operational Committee Chairs and Members are presented to the ACFP Membership for their information at the AMM and posted on the ACFP website.

In addition to the membership it should be noted that the Executive Director of the ACFP is a member of all ACFP Committees without voting privileges.

## REPORTING RELATIONSHIP

As an Operational Committee, the PEIP Conference Planning Committee is accountable to the Executive Director. The Committee will make recommendations to the ACFP Staff for the implementation of existing programs and initiatives, as well as to the ACFP Board through the Executive Director for extension or development of new programs or initiatives with budget or resource implications.

## ADMINISTRATION SUPPORT

Administrative and operational support for meetings and ongoing communications will be provided by the ACFP. A senior staff liaison will be assigned to the committee who will be responsible for formulating agendas; collecting and presenting information regarding the areas of discussion; passing on discussion, recommendations and input from the committee to appropriate parties; and will facilitate the work of the Committee between meetings. More specific duties include:

### STAFF LIAISON

- Act as the primary contact for ACFP
- Provide strategic guidance and support to ensure that the PEIP conference is aligned with the ACFP's Committee Mandate
- Act as primary contact with the venue
- Manage the certification process for the event
- Participate actively in speaker management process
- Engage project team throughout event life cycle when and where necessary
  - Budgeting, finance, marketing, etc., and on-site staffing
  - Coordinate and manage the Conference as on-site contact
  - Collect, collate, and summarize conference evaluations to provide comprehensive event close report
    - Work with committee and identify potential topic areas for the following year's event
  - Provide and support report backs to the PEIP Planning Committee and/or the ACFP Board

### PROJECT TEAM

- Assist in promoting the Conference through the ACFP's and CFPC's communications channels
- Provide pre-conference and on-site support as requested or as necessary

### MEETINGS

Meetings will be held via teleconference at the discretion of the Chair, with attendance and/or presentations required at the Conference held in the fall.