



Ontario College of Family Physicians Call for Members Annual Scientific Assembly Planning Committee

The Ontario College of Family Physicians (OCFP) is currently seeking OCFP members (family physicians and family medicine residents) in good standing to serve on the Planning Committee of the Annual Scientific Assembly (ASA).

The ASA is Ontario's premier family medicine conference. Attracting more than 1,000 delegates, this conference and related pre- and post-conference events are held in Toronto two years out of every three, featuring high-quality, peer-reviewed and certified sessions to improve on clinical practice, clinical research, family-centred care and system innovation. In addition to its leadership in professional development, the ASA is widely regarded for the opportunities it offers for family physicians to connect with like-minded colleagues from across the province.

The ASA Planning Committee is responsible for developing the scientific program for the conference. Committee members are appointed for three-year terms.

If you are interested in becoming an ASA Planning Committee member, you can find more information below about the role and responsibilities, and how to easily apply. We thank you for your consideration in joining this dedicated group of family physicians from across Ontario and encourage you to apply.

Responsibilities:

The following membership guidelines apply during the three-year term:

1. Committee members must be in good standing with the College of Family Physicians of Canada.
2. Committee members will practice in Ontario. The Committee's membership strives to reflect the diverse practice scope of family physicians (i.e., office practice, obstetrics, palliative care, long-term institutional care, hospitalist, emergency medicine, etc.).

ASA Committee Role and Participation:

1. Committee members are expected to attend the following ASA planning meetings:
 - o 1 in-person meeting in Q4 and Q1 of each fiscal year (March – June)
 - o 2 teleconference meetings – one in Q2 (July – September) and one in Q3 (October – December) of each fiscal year
 - o All days of the ASA (November), including orientation and debrief meetings
2. A Committee member will maintain an attendance record of at least 80% of meetings.
3. Committee members will complete and periodically update a personal profile to assist in compiling an aggregate Committee profile; this is to assist with future recruitment.
4. As a group, members will fulfil the duties of the planning Committee, including development of short- and long-term visions and goals for the ASA and scientific program, monitoring and evaluating the ASA's progress over time, overseeing the evaluation of the conference, identifying and contacting speakers, chairing sessions, attending debriefing meetings during ASA and other duties as deemed required of a member.

Resignation:

1. On a bi-annual basis, Committee members will be asked to reflect on their contribution to the Committee and decide whether or not they wish to continue to participate on the Committee.
2. On an annual basis, the Program Chair will review attendance records of the Committee members and discuss any concerns about performance with the OCFP staff. Those members who are identified as not performing at



the level expected of a member in good standing will be approached by the Program Chair and encouraged to self-reflect about their ability/willingness to continue as a member of the Committee.

3. A member who is again identified after the discussion described in item 2 above as not performing at the level expected of a member in good standing may be asked to resign from the Committee. This will be a joint decision of the Committee's Scientific Chair and Program Chair with input from the OCFP staff.

Reimbursement:

ASA Committee members will be reimbursed for travel and hotel arranged by the OCFP for meetings held at our offices and for their attendance at the ASA. An honorarium is provided for a member's time when attending planning meetings. Remuneration will be provided according to OCFP's Policy and Procedures on Committee Expenses/Honorarium.

To reflect the needs of its 12,000+ members, the OCFP strives for diversity and aims to represent a range of perspectives on its Committees. We are seeking candidates with varied skill sets, representing different geographic regions, clinical and academic backgrounds, years in practice and cultural perspectives. Applicants will be required to submit a letter of application and CV to the Ontario College of Family Physicians, ocfpasa@ocfp.on.ca by **Friday March 30, 2018 at 11:59 p.m. EST.**