

Annual Scientific Assembly (ASA) Planning Committee

TERMS OF REFERENCE

Purpose:

The purpose of the ASA Committee is to develop a high-quality program for the Annual Scientific Assembly conference that meets the SCFP's mission to provide high quality educational programs for our Members based on the best available evidence.

Responsibilities:

The members of the ASA Committee are responsible for the following activities:

- Developing the concept of the conference that provides opportunities for a broad range of topics of interest to members and other stakeholders reflecting emerging trends and issues as well as core business.
- Developing, with management assistance, the short and long-term vision and goals for the Annual Scientific Assembly (ASA).
- Establishing a Scientific Program that is consistent with Board goals and strategies:
 - ensure the inclusion of appropriate speakers and topics.
 - recommend and engage consultants / specialists / keynote speaker(s).
 - ensure the inclusion of an appropriate topic for the keynote session.
 - ensure the inclusion of an appropriate conference theme.
 - engage presenters and volunteers required to support the above activities.
- Developing a work plan and monitor and evaluate the ASA's progress over time to ensure a high quality of content and delivery.
- Delegating the management and coordination of the event to SCFP staff:
 - manage registration activities;
 - oversee the development and delivery of promotional strategies for each year's ASA;
 - oversee the development of a conference budget;
 - plan business meetings and social events, if applicable.

Overseeing the evaluation of each year's ASA to effectively inform planning for future ASAs. The ASA Committee, in conjunction with the SCFP, will manage the development and delivery of the conference evaluation.

- Carrying out other responsibilities as may be defined by the SCFP Board of Directors.

Membership

Composition

- The Committee will consist of 6-10 members who are members in good standing with the College of Family Physicians of Canada and practice in Saskatchewan.
- Committee membership will strive to reflect the diverse scope of practice of family physicians (e.g. office practice, obstetrics, palliative care, long-term institutional care, hospitalist, emergency medicine) and the geography of diverse practice settings (e.g. urban, suburban, rural, etc.).

Terms

- Initial term is up to 3 years with potential for re-appointment of an additional 3-year term. Maximum term will not exceed 6 years; however, terms may be extended beyond 6 years for those assuming leadership positions (e.g. Chairs), if required.

Recruitment

- Recruitment is based on the needs identified by the Committee to fulfill its mandate.
- A call for applications will be sent to SCFP members with input from the Chair of the Committee. New applicants will be required to submit a letter of interest and CV. A designated member of the Committee will review all applications. The successful applicant(s) will be selected with consensus of the Committee Chair and the SCFP.

Expectations

- Committee members are expected to attend ASA planning meetings throughout the year, as well as both days of the ASA in September each year. Members who are identified as not performing at the level expected will be approached by the ASA Chair to discuss their ability/willingness to continue as a member of the Committee. Upon discussion and by mutual agreement, a set of goals will be established if the member wishes to continue on the Committee. Further inability to meet the expectations set forth may result in removal from the Committee. This decision will be a joint decision of the Committee Chair with input from the SCFP.
- Members will be required to fulfill the duties of membership; including development of the scientific program, contact speakers, chair sessions, program evaluation, and other duties as deemed required of a member.

Sub-Working Groups

- The Committee has the authority to create sub-working groups as needed in order to accomplish its work.
- Committee members are encouraged to assume the roles of ASA Committee Chair during their term of membership.

Chair

The ASA Committee Chair will lead the ASA Committee. The Chair will be appointed by consensus between the Committee and the SCFP.

Type of Committee

The ASA Planning Committee is a standing committee of the Board.

Accountability and Authority

Reports to the Board of Directors.

Quorum

Quorum will be 50% plus one. The Committee will operate by consensus.

Administrative Support

Agendas, minutes and associated documents will be compiled and circulated in advance of the meeting dates to members by the SCFP. Management will work closely with the Chairs to ensure the delivery of a successful conference.

Remuneration and Expenses

Remuneration will be provided according to SCFP's Policy and Procedures on Committee Expenses/Honorarium. Travel and accommodation expenses for attending Committee meetings and the ASA conference are covered.

Terms of Reference

The Terms of Reference and the membership of the committee will be reviewed on an annual basis to ensure the needs of the SCFP and its membership are met.