



FAMILY MEDICINE FORUM COMMITTEE

FMFC POSITION DESCRIPTION

FMFC MEMBER RESPONSIBILITIES

1. **Bring forward ideas as a representative of your section or chapter**
2. **Report back to your constituency on material discussions frequently and after each meeting**
3. Attend all FMFC meetings, maximum three per year, in person or electronically
4. A designate would not be appointed if a voting member cannot attend
5. Participate in ongoing email correspondence and various ad hoc meetings as specified by FMFC
6. Attend FMF and complete all onsite tasks as assigned by the FMFC Chair(s)
7. Attend FMFC daily debriefing meetings onsite at FMF
8. Contribute to determining content for the scientific program
9. Contribute to and review the needs assessment for the upcoming FMF
10. Set the requirements for the call for abstracts based on the needs and CPD requirements
11. Define the evaluation process for the selection of abstracts
12. Electronically review, score and comment on the abstracts assigned to you
13. Participate in training, as available, that will enable CFPC to model exemplary practice in the development and delivery of CPD for family physicians in Canada
14. SOT Rep will review all teaching submissions with designated (non-FMFC) teaching reviewers
15. SOR Rep will review all research submissions with designated (non-FMFC) research reviewers
16. SOT and SOR reps may consult with constituents and committees to put forth recommendations
17. FMFC will approve or offer suggestions on the proposed SOT and SOR session recommendations
18. FMFC to approve the Wednesday, Thursday and Friday keynote speakers
19. FMFC will approve and select all clinical, research and teaching abstracts for the FMF program
20. FMFC members/chairs may be required to invite speakers if educational gaps exist in the program
21. FMFC members may be asked to review other abstracts for posters and ancillary on an ad hoc basis
22. FMFC to contribute to and vote on all policy, strategic and financial proposals regarding FMF

ONSITE AT FMF OVERVIEW

Committee members would be expected to attend FMF from Wednesday through to Saturday afternoon. The committee members would be assigned to observe sessions and areas onsite and report back at the daily debriefing.



2018 FMFC FAQs

GUIDELINES FOR MEMBERS OF THE FMF COMMITTEE

COMPETENCIES

- Voting members must be a physician, student or resident with an avid interest in the content, future direction and strategy involved in planning Canada's largest annual national forum for physicians, researchers and educators in family medicine.

ACCOUNTABILITIES

- **All representatives are required to bring forth ideas and areas of interest from their constituents to FMFC and report back to their chapter or section frequently throughout the planning process.**

TIME COMMITMENT

- Allot approximately 10-20 hours in Jan/Feb for independent, online, scientific session reviews.
- Allot approximately 10-15 hours annually for email input, as needed, on a variety of projects.
- Attend/telecommute 3 meetings per year, spring (2 days), summer (1 day) and FMF (4 days).

REIMBURSEMENT & BENEFITS

- Per diems will be issued per committee reimbursement guidelines for FMFC meetings attended.
- BOD approved guidelines: Travel + \$130/day no hotel or \$350/day with hotel + \$100 ground.
- Complimentary FMF registration and Mainpro+ credits for all sessions attended as time permits.
- Opportunity to claim Non-Certified, Self Learning credits for FMFC committee work, and opportunity to complete a Linking Learning to Administration reflection exercise for Certified credits.

2018 SCHEDULE

- 2018 MEETINGS: March 22-23, 2018 and May 14, 2018
- ONSITE AT FMF: Nov 14-17, 2018 (ON), Oct 30-Nov 2, 2019 (BC)
- FMF covers expenses from Tuesday or Wednesday arrival, depending on your assigned role, through to Saturday departure, advance approval and rationale required for any additional days.

Thank you for your invaluable contributions to the future of family medicine!