



Terms of Reference
Annual Conference Planning Committee
Approved: Mar. 13, 2024
To be reviewed: 2029

Purpose

To plan and organize the CAPL annual conference, including proposing dates, locations, format, and budget, and to evaluate submissions to the annual conference, for inclusion or exclusion.

Mandate

1. Review evaluations, and other data, from the preceding year and incorporate these into future planning.
2. Propose locations and format for future conferences.
3. Propose and monitor the budget for the annual conference.
4. Evaluate abstract submissions to the annual conference and create the scientific program each year.

Accountability and Reporting

The committee reports to the CAPL Board of Directors. Meetings will be minuted, and the minutes will be forwarded to the Board of Directors only, unless the Board advises otherwise.

Composition

There will be a maximum of 10 voting members, including the chair and the vice-chair, if one is appointed. Any resident member of the committee shall be enrolled in a Canadian psychiatry or forensic psychiatry training program (i.e., PGY1 through PGY6). Any student member shall be enrolled in a Canadian training program in medicine.

Committee membership shall reflect CAPL demographics (e.g., practice stage and setting) and geographic regions as well as the desired target audience. In addition, it should include both French- and English-speaking members. A CAPL Board member shall be appointed as a non-voting member of the committee.

Committee members shall be members in good standing of CAPL throughout their tenure. Exceptions may be made for any ad hoc members who are asked to join the committee for a specific project due to their expertise.

All committee members must agree to abide by the prevailing CAPL volunteer code of conduct and disclosure policy, and provide updated disclosure information annually using the prevailing volunteer conflict of interest disclosure form.

Quorum

Fifty per cent plus one of the voting members of the committee.

Selection Process

Candidates for chair, vice-chair and member shall be identified through a call led by the Nominating Committee, and a final selection shall be made by the Board of Directors in consultation with the committee chair.

In identifying and recommending candidates, the Nominating Committee shall consider CAPL demographics (e.g., practice stage and setting), geographic regions and language (i.e., both French- and English-speaking members).

Appointments will be based on relevant experience, needed expertise, availability and interest. Ideal candidates are familiar with or have formal training in adult education and/or continuing education, and are familiar with Maintenance of Certification (MOC) program and medical education principles. Fluency in English is mandatory, and French, while not a requirement, would be helpful.

Terms of Office

With the exception of medical students and residents in psychiatry or forensic psychiatry, who serve a two-year term, the chair and all other voting members shall each serve a term of three years or as determined by the Board, renewable twice upon re-application.

All terms begin immediately following the Annual General Meeting (AGM), or following the Board meeting at which the appointment is approved should it be a midterm appointment.

Committee members who miss more than one-third of scheduled meetings in the course of any term in office may be asked to resign by the committee chair. In the event that a committee member is unable to attend a meeting, no replacement representative will be permitted to attend.

Detailed Responsibilities and Duties

Minutes and annual reports: The chair or their delegate presides over all meetings and ensures that minutes are recorded and provided to the CAPL secretariat. The chair shall provide a written report to the Board no later than Feb. 1 of each year as well as a brief verbal report at the AGM.

Conference budget and speaker proposals: The overall framework for authorization of expenditures is the CAPL annual budget, which is approved by the Board of Directors in accordance with CAPL's Operating Policies. Accordingly, the committee shall submit for Board approval the details of proposed conference activities and invited speakers as well as a supporting budget by Oct. 1 each year. The Board will respond to such written submissions within 10 business days of receipt.

Venue and supplier contracts: Proposed contracts with conference venues and suppliers shall be submitted for Board and legal review prior to signature by the CAPL President in accordance with CAPL's Operating Policies.

Meetings and meeting frequency: The committee will meet on a virtual basis at least bimonthly, or more often at the call of the chair. Committee members are expected to participate to the best of their ability, and prepare for meetings by reading and familiarizing themselves with the topics to be covered.

Compensation: No funding or compensation is provided to committee members for the purpose of attending meetings.