FUNCTION
The Continuing Professional Development (CPD) Advisory Committee (hereafter referred to as “the Committee”) is an advisory committee for the CPD unit at the Schulich School of Medicine & Dentistry.

The primary function of the Committee is to advise CPD on matters, policies, and administration related to continuing professional development occurring within Schulich Medicine & Dentistry and the community.

RESPONSIBILITIES
The Committee will:
- review and advise on CPD’s mission, strategic priorities, and operation plan on an annual basis (winter term), ensuring they are appropriate for the Office’s mandate and aligned with the mission, vision and strategic priorities of Schulich Medicine & Dentistry;
- ensure educational and other activities from CPD are consistent with its stated mission and strategic priorities;
- recommends collaborative strategies and approaches to foster faculty and community engagement in CPD’s programs, services, education research and innovation; and
- advise CPD when necessary on requirements to meet the standards for accreditation for the Committee on the Accreditation of Continuing Medical Education (CACME) and CPD policies and procedures.

MEMBERSHIP
Voting Members:
- Associate Dean, CPD (Committee Chair)
- Vice Dean, Medical Education
- Vice Dean, Faculty Affairs, or designate
- Associate Dean, Graduate & Postgraduate Dental Education, or designate
• Associate Dean, Postgraduate Medical Education, or designate
• Vice Dean, Research & Innovation, or designate
• Associate Dean, Undergraduate Medical Education, or designate
• Assistant Dean, Rural & Regional Community Engagement, or designate
• Associate Dean, Windsor, or designate
• Vice Dean, Basic Medical Sciences, or designate
• Clinical Sciences Representative
• Centre for Educational Research & Innovation (CERI) Representative
• SSMD Administrative Representative
• Manager, CPD

Non-Voting Members:
• Senior Advisor, CPD
• Project Coordinator, CPD (Committee Secretary)

Membership Terms:
• The Associate Dean CPD shall act as the Committee Chair for the duration of their tenure as the Associate Dean CPD.
• Non-decanal voting members shall be appointed for a three-year term, renewable once;
• Decanal voting members shall participate for the duration of their tenure, or appoint a designate who can speak to that area for the duration of their tenure.
• however, each voting member may be eligible to serve additional terms at the discretion of the Associate Dean CPD.
• Non-voting members shall remain on the Committee indefinitely, with terms being set at the discretion of the Manager CPD in collaboration with the Associate Dean CPD.

MEMBER RIGHTS AND PRIVILEGES
• Any committee member facing a conflict of interest shall disclose it in advance to the Chair.
• Committee members may send a delegate to act or vote on their behalf with advance notice to the Committee Secretary or Committee Chair.
• All voting members of the Committee are entitled to participate fully in the meeting processes, and to speak and vote on all actions.
• The Chair shall delegate authority to another voting committee member if unable to attend or in addressing a motion where there is a potential for conflict.

MEETINGS
• The Committee will meet twice per year, in February and September, with additional meetings at the call of the Chair or delegate.
• An Outlook calendar appointment will be sent to each committee member by the Committee Secretary in advance of the meeting.
• Quorum shall be 50% of the voting members of the Committee.
AGENDA AND MINUTES

- An agenda will be emailed to each committee member at least one week prior to the date of the meeting.
- The agenda will be prepared by the Committee Secretary in collaboration with the Chair or delegate.
- Requests for new agenda items shall be sent to the Committee Secretary or Committee Chair in advance of the meeting.
- Minutes will be approved by the Committee at the start of the meeting and must include member attendance and regrets.
- All minutes will be recorded and securely stored electronically by the Committee Secretary.
- Minutes will be sent by the Committee Secretary to each committee member by email within 10 business days post-meeting.