

Member Interest Groups Section Terms of Reference

Overview

The Member Interest Groups Section (MIGS) links CFPC members across Canada with similar practice interests to explore and address issues impacting family medicine.

Purpose

The MIGS supports members practice by:

- Representing the concerns and needs of all CFPC members in the area of interest with which they've identified
- Supporting discussion and communication between members and between the section and CFPC
- Providing a professional home for family physicians across a diversity of practice types and career span
- Connecting members with similar practice interests to link with peers across Canada, share information, learn, develop and access resources
- Creating and delivering of CPD programs, clinical resources and guidelines
- Helping to inform CFPC advocacy efforts and policy development

Governance

- The MIGS is a College Section reporting to the CFPC Board of Directors
- The MIGS Council provides overall thought leadership and strategic direction to the Section including approval of new MIGs and areas of major interest and involvement of College members
- The section Council Chair shall be appointed by the CFPC Board of Directors
- Every attempt will be made to ensure appropriate representation of geographic, language, demographic and relevant skills amongst the membership
- The membership of the MIGs shall consist of family physician members: A family physician member of the Section shall be a member in good standing of the CFPC and be involved with, or interested in, supporting members' practice interests
- MIGs will be led by a Chair and Vice-Chair. MIG Chairs and Vice-Chairs are appointed by the section Council.
- All MIGs members will be formally connected to a constituency group to enable bidirectional connections and reporting

Accountabilities

1. Council
 - Approves the section's strategic plan
 - Approves new MIG applications
 - Approves project funding requests
 - Ensures bidirectional connections and reporting with CFPC Board of Directors and other CFPC sections and working groups through representation and collaboration
 - Meets twice a year. Participates in section activities including the annual MIGS Forum and the section's networking events at FMF
 - Appoints MIGs' Chairs and Vice-Chairs
2. MIGS Chairs and Vice-Chairs:
 - Lead the activities and growth of their respective MIG. Represent members within their MIG and the group's area of practice interest
 - Lead and facilitate online discussions on MiGroups. Post on MiGroups minimally twice per month
 - Deliver an annual report to the Council in January to report on activities within the prior year of their respective MIG
 - Determine membership needs for their respective MIG including composition and meeting frequency
 - Liaise with Council, staff, Chapters, Chairs and Vice-Chairs of other MIGs and CFPC sections/working groups to ensure bidirectional connections and reporting Liaise with other relevant medical organizations as needed
 - Review project expressions of interest and applications from their respective MIG members
 - Lead and/or participate in projects related to advocacy, CPD, CFPC policies and/or positions
 - Review process of third-party endorsement requests and award nominations
3. MIGS Representatives to Internal and External Appointments
 - The MIGS Council Chair might appoint a MIGS member to represent the MIGS or CFPC on a CFPC Internal or External activity. These appointments might be established, or new appointments as needed
 - The appointed representative will have a clear written understanding of the expectations, including reporting relationship with the MIGS and/or the CFPC, and the timeline of the appointment

Term of Office

All appointed section leaders will each serve a three-year term, renewable once. The term may be adjusted depending on the representative and their MIG. Terms of office may also be adjusted to ensure continuity and overlap of terms within the Council.

Support Staff for the Section

- Dr. **Michael Allen**, Director, Programs and Practice Support Department
- Dr. **Victor Ng**, Associate Director, Programs and Practice Support Department
- Dr. **Allan Grill**, Physician Advisor, MIGS, Programs and Practice Support Department
- Ms. **Lily Oeur**, Manager, Practice Support Programs, Programs and Practice Support
- Ms. **Julie Turmel**, Assistant Manager, MIGS, Programs and Practice Support
- Mr. **André Girouard**, Engagement Coordinator, MIGS, Programs and Practice Support
- Ms. **Rowena Symss**, Coordinator, MIGS, Programs and Practice Support