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**FIRST FIVE YEARS IN FAMILY PRACTICE COMMITTEE**  
**COMITÉ SUR LES CINQ PREMIÈRES ANNÉES**  
**DE PRATIQUE DE LA MÉDECINE FAMILIALE**

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## **First Five Years of Family Practice (FFYFP) Committee** **Terms of Reference (June 2022)**

### **Purpose**

To have a strong and active voice to advocate for the CFPC's early career physician members with the focus on areas that are important for family physicians in their first five years of practice as they transition and adapt to clinical practice.

### **Committee Mandate**

- To engage and support members, in their first five years of family practice on practice transition, practice management, and early career and professional development.
- To liaise between the FFYFP membership and the CFPC to bring issues affecting clinical practice and professional development of early career family physicians to the attention of the CFPC Executive Team and Board of Directors
- To demonstrate and enhance the value of CFPC membership to early career physicians by providing a supportive community for discussion and peer support
- To assist with raising awareness of the CFPC's programs, products, and services amongst family physicians in their first five years of practice, and support the creation of additional resources where the need arises
- To provide networking leadership, and mentorship opportunities for early career physicians, family medicine residents, and medical students
- To provide leadership opportunities for family physicians in their first five years of practice

### **Responsibilities**

- To actively engage with and participate in FFYFP Committee meetings, activities, and related communications or correspondence
- To liaise between the provincial Chapter and the national FFYFP Committee on matters of interest to FFYFP members

### **Type of Committee**

National

### **Accountability**

The FFYFP Committee will report directly to the CFPC Board of Directors.

### **Committee Membership**

To include one representative from each Chapter, a representative representing the Territories as a whole, a representative from the CFPC Section of Residents, and a representative from the CFPC Section of Medical Students. Guests, serving as observers, may be invited to meetings as non-voting participants.

Committee members will be selected by the provincial Chapter they are representing with the assistance of the CFPC where needed. Efforts should be made to ensure a diversity of representation including BIPOC, LGBTQ2S+, rural/remote practice, and differing clinical practice experiences where possible. Chapters are also encouraged to solicit representation from candidates with a variety of leadership experience including those not already involved in FFYFP or leadership activities to ensure equitable access to leadership development opportunities.

### **Chair**

The Chair shall:

- Be recommended by the Committee Membership, and ratified by the CFPC Board of Directors
- Remain on the Committee after term is over for one year to aid with transition

### **Term of Office**

There shall be a three-year term of office for the Chair and each provincial and territorial representative, renewable once. Committee members should be in their first five years of independent practice when beginning a term of office and should transition to a new representative at the end of their active term after completing their fifth year in practice. There shall be a non-renewable two-year term of office for the representatives from the Section of Residents and the Section of Medical Students.

### **Meetings**

To follow College policy on frequency of face-to-face meetings. Meetings may be conducted virtually through videoconferencing.

A quorum (majority plus one) of voting committee members are required to address and approve decisions. Decisions addressed electronically (asynchronously) require all committee members to vote and approve the motion in order to be approved.

### **Support Staff**

Executive Director, Member and External Relations  
Director, Membership Services

Membership Coordinator