

## AMEE Continuing Professional Development (CPD) Committee Membership Profile

<p><b>COMMITTEE NAME</b> <b>CPD</b></p>	<p>AMEE Continuing Professional Development Committee (CPD-C)</p> <p>Continuing professional development/continuing education (CPD/CE) refers to the process of ongoing, lifelong learning to maintain competence, licensure and/or certification.</p> <p>CPD/CE encompasses the period of time a health professional is in practice following</p>
<p><b>*AUTHORITY ESTABLISHED BY AND ACCOUNTABLE TO</b></p>	<p>AMEE Governing Committee</p>
<p><b>MISSION</b></p>	<p>Advance strategic priorities for continuing professional development that positively impacts health care professionals, health care systems and health outcomes for all.</p>
<p><b>STRATEGIC GOALS OF COMMITTEE</b></p>	<ol style="list-style-type: none"> <li>1. Introduce and advance the quality and efficacy of CPD</li> <li>2. Increase the awareness of CPD's value</li> <li>3. Support innovation in CPD</li> <li>4. Promote and facilitate CPD scholarship</li> <li>5. Support CPD educators and leaders</li> </ol>
<p><b>COMPOSITION</b></p>	<p>The composition of the CPD-C reflects the following attributes:</p> <ol style="list-style-type: none"> <li>1. Members of the CPD-C will mirror the membership of the larger AMEE CPD community.</li> <li>2. Members of the CPD-C may act as liaisons with other organizations to advance the mission of the CPD-C.</li> <li>3. Members of the CPD-C will represent a diversity of professions (interprofessional).</li> <li>4. Members of the CPD-C must be Individual members of AMEE in good standing.</li> <li>5. Members of the CPD-C must be actively involved in CPD and meet at least one of the categories outlined below:             <ol style="list-style-type: none"> <li>a. An individual who currently holds (min of 2 years of experience) a position in the CPD field in positions that may include, but are not limited to: administrator, director, researcher, provider, regulator or similar position; OR</li> <li>b. An individual who has made significant contribution to the CPD field in positions that may include, but are not limited to: administrator, director, researcher, provider, regulator or similar position; OR</li> <li>c. An individual who has less than 5 years of experience as a health care professional educator (ex. Clinical faculty).</li> </ol> </li> </ol>
<p><b>REQUIREMENTS</b></p>	<p>Members must hold an Individual membership of AMEE in good standing throughout their term.</p>
<p><b>TERM OF OFFICE</b></p>	<p>Each member serves a 3-year term or until a successor is appointed.</p>
<p><b>TERM LIMIT</b></p>	<p>No member may serve more than two consecutive terms or six consecutive years.</p>
<p><b>TIME COMMITMENT</b></p>	<p>Members are expected to participate in three (3) conference calls during the calendar year. Where a CPD Committee meeting is being held during the AMEE annual conference, it is expected that members who are also attending the conference in person attend the meeting. If the meeting takes place as a hybrid event, members may choose to attend online.</p> <p>Additional conference calls may be scheduled as needed.</p>

	<b><i>Members are expected to contribute to the plan of action of the year.</i></b>
<b>EXPENSES</b>	Expenses are the responsibility of the individual members.
<b>CONFLICT OF INTEREST</b>	CPD-C members are expected to self-identify any potential conflicts of interest that might influence their ability to make unbiased decisions and recuse themselves from discussions or decisions as appropriate.
<b>REMOVAL</b>	Any CPD-C member may be removed with or without cause at any time by majority vote of the CPD-C members or the AMEE Governing Committee.
<b>VACANCIES</b>	<ol style="list-style-type: none"> <li>1. Absence from two consecutive meetings may be cause for declaring a vacancy in the position. Such vacancy shall be determined by a majority vote of the CPD-C members.</li> <li>2. A vacancy shall be filled for the balance of the unexpired term by the body specified for original appointment/election.</li> </ol>
<b>QUESTIONS?</b>	Queries can be sent to Kerrie McKay at <a href="mailto:services@amee.org">services@amee.org</a>