

CFAS COMMITTEE POLICY AND PROCEDURES SUMMARY

The following document provides a summary of the CFAS Committee policy and structure.

Committee Types

CFAS convenes two types of committees: structural (focused on CFAS operation) and thematic committees (focused on topical issues relevant to academic medicine faculty). Each committee has a chair, who almost always serves as a member of the CFAS Administrative Board. With the exception of the Nominating and Engagement Committee and the Program Committee (both structural), general participation in the committee is open to any CFAS rep who is interested in attending and participating in discussion. All committees, however, have a core membership of appointed CFAS reps (selected by the chair) who are accountable to the work of the committee. The size of the committee and the core membership is at the discretion of the chair.

The Nominating and Engagement Committee and the Program Committee have pre-determined sizes and membership characteristics, as well as pre-determined chairs: The Nominating and Engagement Committee chair is the CFAS immediate past chair, and the Program Committee chair is the CFAS chair-elect. Members of these committees are invited to join or are selected through a formal call-for-members process extended to all CFAS reps. Positions on these committees are strictly term limited. Structural committees are defined and implemented by the CFAS Administrative Board. Thematic committees can be proposed by any CFAS representative in good standing through a proposal process.

Committee Meetings

Committees generally meet twice a year in person – at the AAMC’s Learn Serve Lead Annual Meeting and at the CFAS Spring Meeting. At the discretion of the chair, committees additionally may meet between in-person meetings through email, phone calls or video conferences, and in some cases with special budgetary approval, in person.

Annually, the CFAS Administrative Board will evaluate the activities and effectiveness of each committee, determining whether any modifications to a given committee is needed including whether it should be modified or discontinued.

More Information About CFAS Committees

A full list of CFAS committees is available online, along with a report of recent committee activity pulled together by the committee chair after each in-person meeting and published on the CFAS website.