

CFPC – FAFM Honours & Awards Committee

Terms of Reference

These terms of reference shall be reviewed every 3 years.

Date approved by FAFM: 20.04.2026

Date of review: April 2029

The joint College of Family Physicians of Canada (CFPC) and Foundation for Advancing Family Medicine (FAFM) Honours and Awards Committee (H&AC) is a standing committee that reports to the FAFM Board of Directors.

1. Purpose and Mandate

The H&AC is responsible for recommending recipients for all CFPC/FAFM honours and awards, ensuring that decisions align with the honours and awards program budget approved by the CFPC and FAFM Boards through their individual budget approval processes.

The H&AC exists to:

- Recognize, celebrate, and support excellence in family medicine across all career stages – including medical students, residents, early- and mid- career physicians, established / longstanding family physicians, researchers, and educators.
- Oversee the Honours and Awards (H&A) program, which supports innovation and advancement through practice, education, research, leadership, and excellence within the discipline.
- Ensure the H&A program remains relevant, valued, financially sustainable and aligned with the mandate and strategic priorities of both the CFPC and the FAFM, including through routine reviews of the program.
- Maintain fair, transparent, high-quality and ethically grounded review and adjudication processes that reflect the diversity of Canada's family medicine community.

2. Authority and Responsibilities

The H&AC provides guidance to CFPC staff and assumes responsibility for:

- Managing committee membership, including terms, duties, and recruitment.
- Setting and maintaining the selection process and criteria for all honours and awards, ensuring rigorous, fair and objective peer review.
- Ensuring the overall quality, relevance and financial sustainability of the H&A program.
- Overseeing the development and execution of eligibility criteria, submission requirements, review guidelines and evaluation processes.
- Recommending all honours and award recipients to the FAFM Board.

- Monitoring the H&A program performance, participation and member value, and identifying opportunities for improvement.

3. Guiding Principles

The H&AC shall conduct its work in accordance with:

- Commitment to advancing family medicine excellence in alignment with CFPC and FAFM goals and strategic priorities.
- Integrity, fairness, objectivity, equity, diversity, inclusion, and transparency.
- Rigorous peer review and evidence-informed assessment standards; Strong confidentiality practices, proactive conflict-of-interest management, and unbiased evaluation processes; and,
- Compliance with the CFPC and FAFM Privacy Policies governing the collection, use, disclosure, retention and safeguarding of personal information related to H&AC activities.

4. Accountability & Reporting

The H&AC shall report to the FAFM Board of Directors. Reporting will normally occur through a written annual report, prepared with the support of CFPC staff, outlining a list of recommended award recipients, award recommendations, program performance, emerging issues, and proposed improvements.

The annual report will be submitted to the FAFM Board for information and approval, as required. Interim or ad hoc reports may be provided at the request of FAFM Board or when the H&AC identifies matters requiring FAFM Board attention.

5. Membership Structure

H&AC members must be CFPC members in good standing and should reflect the diversity of geography, demographics, practice, experience, and perspectives represented within Canadian family medicine. Members should possess general knowledge of the CFPC and FAFM mandates and have experience in peer review, adjudicating awards and/or grant application assessment. H&AC members are expected to actively attend and participate in committee meetings.

The H&AC will consist of eight (8) voting members, whose appointments may not take effect until formal ratification by the FAFM Board:

- H&AC Chair (1) - selected by the CFPC Executive Team.
- Section of Researchers representative (1) - appointed by the CFPC's Section of Researchers (senior researcher with at least 10 years' experience as an investigator and affiliated with one of the 18 Canadian medical schools).

- Section of Teachers representative (1) - appointed by the CFPC Section of Teachers (teacher with at least 10 years' experience and affiliated with one of the 18 Canadian medical schools).
- MIGS Chair (1) - selected by the CFPC MIGS council.
- 1 member who holds the FCFP designation (recruited through the Fellowship Council).
- 1 member who has, at the time of appointment, received an award within the last five years.
- 1 CFPC Member-at-large; and
- 1 resident member - appointed by the Section of Residents.

6. Appointments, Terms & Decision-Making

- The H&AC Chair and members serve three-year terms, renewable once.

7. Role of the H&AC Chair

The H&AC Chair is responsible for:

- Leading efficient and effective meetings and ensuring adherence to relevant policies; and,
- Overseeing conflict-of-interest disclosures and management.

8. Responsibilities of H&AC Members

H&AC members, including the Chair, are expected to:

- Participate fully in committee deliberations and decision-making.
- Declare conflicts of interest and relevant areas of expertise.
- Adhere to confidentiality, conflict-of-interest policies, codes of conduct, and applicable privacy obligations; and,
- Review honours and awards submissions, as and when required.

9. Meetings of the H&AC

- The H&AC shall meet at least two (2) times per year, or more frequently, as required.
- Meetings may be called by the H&AC Chair or by CFPC staff supporting the H&AC, as needed to fulfil the committee's mandate.
- Meetings will be held virtually.
- Meetings shall be held in-camera when appropriate.
- All H&AC members, including the Chair, shall have one vote.
- The H&AC Chair shall not move motions.
- Decisions shall be made by consensus where possible, and otherwise by majority vote; and,
- A majority (50% + 1) of voting members constitutes a quorum.

10. CFPC Staff Support

The following CFPC staff may support the H&AC, from time to time:

- Executive Director, Member and External Relations
- Executive Director, Corporate Services
- Director, Membership Services
- Manager, Member Programs
- Membership Coordinator, Honours & Awards Program Lead