



**Association of Faculties  
of Pharmacy of Canada**

**Association des facultés  
de pharmacie du Canada**

## **AFPC Education Committee Terms of Reference**

### **Name of Committee:**

Education Committee

### **Purpose:**

The Education Committee develops, coordinates and evaluates AFPC member educational programs and national education outcomes for pharmacy professional degree programs.

### **Reports to:**

The Education Committee reports to the Council of Faculties Voting Members. The committee shall provide a written report to the Council of Faculties Voting Members in advance of the mid-year and annual meetings.

### **Staff Liaison / Support Person:**

Executive Director or Administrative Assistant

### **Responsibilities:**

- Plan, implement and evaluate educational content and format for the AFPC annual conference and meeting (Canadian Pharmacy Education and Research Conference).
- Plan, implement and evaluate educational content and format for other AFPC member educational programs (e.g., webinars, special educational meetings).
- Develop, update and evaluate national educational outcomes for professional degree programs.
- Plan, implement and evaluate educational support tools and aides e.g., curriculum mapping.

### **Chair:**

The Chair of the Education Committee will be determined at the annual meeting of the Council of Faculties Voting Members.

### **Committee Members:**

The Chair shall seek members from within the Council of Faculties or other AFPC members. The committee shall consist of between 3-5 members, including the Chair.

**Terms of Office:**

Committee members will be appointed and reappointed after the Council of Faculties Voting Members Annual Meeting and shall serve for one year terms. Committee members are eligible to continue to serve if asked by the chair.

**Frequency of Meetings:**

The committee shall convene as often as required (minimally 1 conference call before the Council of Faculties Voting Members mid-year meeting and before the Council of Faculties Voting Members annual meeting).

**Operating Budget:**

Funds are provided to cover the cost of meeting conference calls. Additional funds must be requested through the annual operating budget process.

*Approved May 30, 2014: AFPC Council of Faculties Voting Members*