

PROCEDURE

CREATION OF A NEW SPECIAL INTEREST GROUP (SIG)

1. An AFPC member (voting or non-voting) contact AFPC to ask for the creation of a new SIG based on personal or small group interest. Alternatively, AFPC's leadership identifies a national priority that needs to be addressed by a new SIG.
2. The applicant defines the initial objectives and deliverables of the new SIG.
3. AFPC makes a national call of interests to join the SIG and collects the names and affiliation of the interested members.
4. If 5 schools or more have interested participants, the council gives a conditional approval based on the number of schools and meting the mission and vision of AFPC.
5. a first meeting is organized with the interested participants to discuss the objectives of the SIG, define the terms of reference (according to the template below) and put forward the deliverables expected to come out of the SIG's work with an approximate timeline. A chair and vice-chair are proposed amongst the participants. If less than 5 schools are interested the SIG is not considered a current national priority.
6. The SIG works on their ToR and submit them to the relevant committee within a year of its creation.
7. The committee convenes and discusses the relevance and merit of the creation of this new SIG, based on AFPC's vision, mission and strategic action plan. The deliverables and timeline are also discussed to make sure that the work of the SIG benefits all schools. A recommendation is made to the Council of Faculties.
8. The Council of Faculties votes on the creation of the SIG and informs the Board of Directors of its decision.

Dissolution OF A SPECIAL INTEREST GROUP

1. After receiving support from the SIG members (meeting minutes), the chair of the SIG communicates with the chair of Education Committee to explain the reasons for terminating the activity of a SIG. Alternatively, the CoF could dissolve a SIG for reasons such as relevance, lack of activity.
2. The Education Committee convenes and discusses the request and tries to identify other objectives that could be addressed by the SIG for the benefit of the schools. If no such objectives are identified, a termination recommendation is made to the Council of Faculties. If new objectives are identified, they are submitted to the SIG's chair to determine if the current membership can address them or if it requires the creation of a new SIG.
3. The Council of Faculties votes on the termination of the SIG and informs the Board of Directors of its decision.