



Education and Professional Development Committee Community of Practice (CoP) Guidelines

Created by the Education and Professional Development Committee, February 2019

Objective

The purpose of the guidelines are to provide a framework and support for CAPAL-ACBES members who facilitate Communities of Practice or are interested in creating a Community of Practice (CoP).

1. Membership

Regular participants must be active CAPAL-ACBES members. The facilitator can invite non-CAPAL members to events in the interest of promotion, however full-time regular participants are required to have an active association membership.

1.1. Education and Professional Development (EPD) members will liaise with the Membership Committee to ensure CoP participants are members.

1.2. Previous CoPs have found success in having a core group of members carrying out the group's activities, and a secondary group primarily interested in hearing about events ("Interest Group").

2. Objectives and Goals

The objectives and goals of the CoP are at the discretion of the facilitator(s) and members, as long as they do not counteract the association's [Mission Statement and Terms of Reference](#).

3. Communication Platforms

Preferred communication platforms for community activities are at the discretion of facilitators and members.

3.1 CoP membership opportunities and events may be promoted through the association email listserv. The EPD Committee may assist with marketing and promotion through

channels such as the association's Facebook, LinkedIn, Twitter, CAPAL Connections newsletter, and others.

3.2 [CAPAL-ABCES Student Chapters](#) are an avenue for promoting new membership and events. The EPD Committee maintains a Student Committee representative who is able to liaise with the student chapters.

4. Facilitators

Each CoP must have at least one (1) facilitator. The facilitator's responsibilities include working with presenters and moderating the group's activities.

4.1 If multiple people are facilitating a CoP, the coordinator role is available. The coordinator's responsibilities include managing CoP members and organizing sessions.

5. Timeline

New facilitators should be willing to engage in a one (1) year commitment to promote community momentum and membership. In this timeframe the EPD Committee will support the facilitator as needed.

6. Activities

Community activities are at the discretion of facilitators and members. Previous activities have included webinars, article discussions, and professional publications. At a minimum, CoPs are suggested to:

- Conduct regular meetings (monthly or bimonthly)
- Maintain an updated list of members
- Produce an annual report on activity

6.1 The EPD Committee may request periodic updates from facilitators.

7. Succession

CoP facilitators will work with the EPD Committee to assist with succession planning in the event that they are unable to continue in this capacity.

8. Recognition

Facilitators are encouraged to celebrate and thank member input, contributions and successes, on behalf of both the EPD Committee and the association. Facilitators will receive a formal letter of appreciation on an annual basis.