



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

Created by the Education and Professional Development Committee, February 2019.
Revised August 2021.

Objective

The purpose of the guidelines is 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").

1.3 CoPs are designated as "active" or "inactive". "Active" CoPs are currently engaging in the activities outlined in Section 6. "Inactive" CoPs are no longer actively meeting, but the terms of reference will remain available on the CAPAL website should there be interest in reactivation, as outlined in Section 7 "Succession".

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 Bylaws](#).

3. Communication Platforms

Preferred communication platforms for community activities are at the discretion of facilitators and members. The EPD Committee provides access to CAPAL's Zoom Meetings account, and the option for a channel in the Education and Professional Development Committee's Slack workspace.

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.

4.2 The EPD Committee will facilitate a semi-annual meeting of CoP facilitators. This is an opportunity for sharing of experiences, providing support, and developing inter-CoP collaborative projects.

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. CoPs should:

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

6.1 In addition to supporting the professional development of the CoP members, active communities of practice are expected to make a professional contribution to the CAPAL community as a professional organization. This can be achieved in a variety of ways, including, but not limited to:

- Annual meetings that are open to the public
- Open educational resources

- Webinars or other open events
- The development of a program

Events must be held annually, and other types of professional contributions must be revised or re-instituted on an annual basis. Emerging communities of practice, which are newly established or newly reactivated, have flexibility regarding timelines for their first professional contribution. Continuing communities of practice are expected to contribute annually, or the CoP will become designated as “inactive”.

6.2 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. If there be no facilitator able to take over the CoP, the group will become inactive. Should another member of the broader CAPAL community wish to re-activate the CoP, they can contact the EPD chair to discuss.

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. The CoPs will also receive recognition at each of CAPAL's Annual General Meetings.