The Caribbean College of Family Physicians
Committed to Excellence.

Member of the World Organization of
Family Doctors (WONCA)

THE CARIBBEAN COLLEGE OF FAMILY PHYSICIANS

19a Windsor Avenue
Kingston, Jamaica
+1 876 946 0954
ccfp@caribgp.org
www.caribgp.org

Chapter guidelines

Starting a Chapter

- Requires at least two Members of the College.
- If there is interest in forming a Chapter, persons may register with the College as CCFP Members first in order to begin the process. Membership Requirements apply.
- The requirements for forming a Chapter are as follows:
    - Officers: Chapter President and Secretary
    - A defined Chapter address for mailing; ideally not a personal address, to avoid issues when officers change.
    - A CME schedule for the upcoming six months.
- Mail all documents to the College office with Chapter dues. Applications will be processed at the next CCFP Board Meeting.

Chapter constitution, officers and appointments

- Chapter organizations may choose officers as required to suit the purposes of the local Members.
- A Chapter President and Secretary are mandatory.
- The Chapter President serves as an ex-officio CCFP Board Member.
- The Chapter may adopt a constitution to govern its affairs. A sample constitution is available.
- Terms of Office: Recommend two years

Meetings

- Recommend at least quarterly
- Minutes should be kept and ideally shared with head office via email.

Duties of the Chapter

- Recommend applicants to the College for election as members
- Establish and maintain close liaison with the faculty of medicine within the region
- Establish and maintain close liaison with the Committees of the College
- Identify and establish CME (Continuing Medical Education) activities for their local membership

- Assist and support all programmes of research in all phases of education for family practice.
- Carry out duties delegated by the Board of Directors of the Caribbean College of Family Physicians
- Each local association may also send observers to meetings of the Board of Directors
- Other duties
    - To raise funds for local budget
    - To represent the College as a source of information to local Family Physicians.

Communication with CCFP

- Communications to CCFP
    - Twice yearly report of new Members
    - Requests for accreditation of CME sessions
- Communication from CCFP
    - Minimum six-monthly reports from all CCFP committees. This may be via individual correspondence, digest publications, or access to a common section on CCFP website.

Finances

- Chapters may collect local Chapter fees to assist with the administration of the Chapter.
- This may be separate from Membership fees or combined, as a service to members. If separate, Members may contimue to submit CCFP dues directly to CCFP offices.
- A local treasurer is recommended. The Treasurer should establish direct communication with CCFP Finance committee.

Branding

- Local Chapters may use CCFP logo and insignia on all correspondence and publications. Chapters should note CCFP Branding Policy.
- Local modification of CCFP insignia is not permitted. Chapters may however develop local insignia to display together with CCFP insignia.

Website usage

- All Members have Members' access to CCFP website.
- Chapter Officers may be granted special access levels as required based on need or Office.
- Chapters may be granted dedicated areas of the CCFP website for local use.
- Chapters may also develop independent websites; CCFP logo and links to CCFP main site should be prominently displayed on the Chapter's home page.

- Chapters may apply to use a subdomain of CCFP's domain (e.g localsite.cargibgp.org) or a subfolder (e.g caribgp.org/localsite). Independent local domains (e.g. www.localsite.com) may also be hosted by CCFP. Chapters would need to determine and purchase domains independently.