



Education Committee

PURPOSE:

To plan and implement the educational program for CSHP NS Branch AGM and Continuing Education (CE) events throughout the year.

AUTHORITY: Branch Council

COMPOSITION:

Chair:

- The Senior Education Committee Chair is appointed and re-appointed by Branch Council following the AGM.
- The Junior Education Committee Chair is appointed and re-appointed by the Senior Education Committee Chair before the AGM.

Terms of Office: 3 years maximum

Committee Members:

- Committee members are appointed by the Committee Chairs.
- Should include representation from all geographic areas, whenever possible.
- Should include at least one member from a small hospital, and one member from a paediatric specialty site (IWK).
- For succession planning, should include at least one new member or one member with no previous CSHP Committee or task force experience each year.

Terms of Office: 7 years maximum.

The Chair and Committee members must all be CSHP members.

BUDGET:

Routine income and expenses incurred in the normal operation of the Committee are included in the annual CSHP NS Branch budget.

SCHEDULING:

Meetings will be called by the Chair as needed to plan the education programs according to an established timeline. The work of the Committee will be conducted via email, teleconferences and face-to-face meetings. Meeting frequency will be determined by the Chair and will occur a minimum of twice per year. See **Appendix** for Target Dates.

The Committee shall:



1. Conduct activities according to the established policies and procedures, including CSHP's Conflict of Interest Policy, Branding Policy, Privacy Policy and the Branch Corporate Sponsorship Policy.
2. Plan the educational programs throughout the year including:
 - a. Budgeting for the events
 - b. Arranging speakers and honoraria
 - c. Arranging facilities to hold the CE event
 - d. Arranging meals associated with CE event
 - e. Arranging audiovisual and webconferencing equipment
 - f. Publicizing the event to both branch members and others as applicable
 - g. Determining need for registration procedures and fees, if applicable
 - h. Obtaining CE Units from Continuing Education Body (Dal CPE)
 - i. Developing evaluation forms for CE event
 - j. Appointment of emcees for each educational event.
3. Complete a Conflict of Interest Disclosure form annually and forward a copy to the Committee Chair.

The Committee Chairs shall:

1. Complete a Conflict of Interest Disclosure form annually and forward copy to the Branch Secretary.
2. Ensure all Committee members complete a Conflict of Interest Disclosure form annually and retain this documentation for Committee records.
3. Ensure all Committee members are aware of the terms of reference and objectives for the year.
4. Provide any Committee member with either Branch or National policies/procedures on request.
5. Review CSHP National's volunteer list annually for members interested in joining the Committee and recruit additional members, as required.
6. Maintain electronic documentation of Committee membership and associated relevant dates (e.g., Committee member join date, number of years as Chairperson, etc.) Ensure adherence to Committee membership terms of office whenever possible. All documentation should be passed on to the incoming Chairperson for continuity.
7. Hold a minimum of 2 meetings annually.
8. Correspond on matters related to the Education Committee.



9. Report or provide to Branch Council on request a) Education Committee's activities/plans b) meeting minutes; c) verbal or written progress reports.
10. Attend education sessions, general meetings and AGM, whenever possible.
11. Submit information to the Branch website co-ordinator to post in the Education section of the Branch website. Review the Education section annually and submit suggestions for improvement to the website co-ordinator as deemed necessary.
12. Follow the Branch Corporate Sponsorship policy for recognizing corporate sponsors and planning educational events and satellite symposia. This includes working with the Fundraising Coordinator and Treasurer to ensure the current Branch corporate sponsors are appropriately recognized on CE flyers and at events.
13. Submit all files/electronic files, binders pertaining to the Committee to the incoming Chair and review all pertinent data.
14. Work with Committee members to appoint a Junior Committee Chair that will facilitate succession planning. The Junior Chair will aid the Senior Chair in education event planning and will be expected to eventually assume the duties of Senior Chair.
15. The Senior Chair will be expected to remain as a Committee member for a minimum of one year following their term in an advisory capacity.
16. Whenever possible, the Senior Chair will notify Committee members and the Council liaison of intention to resign as Chair no less than 3 months prior to resignation date. The acting Junior Chair will be expected to assume the role of Senior Chair at this time. If this is not possible, the Senior Chair should attempt to identify a successor from within the existing Committee.
17. Ensure review of the current Committee terms of reference and submit proposed revisions to the Past President no later than October 15th of each year.
18. Ensure adherence to approved Education Committee budget and submit budget to the Branch Treasurer 6 weeks prior to the AGM or upon the Treasurer's request.
19. Prepare and submit a written annual report for the AGM to the Branch Secretary no less than 1 (one) week prior to the date of the AGM.
20. Liaise with Branch Council and Awards Committee to determine timing and location of CE events that are in conjunction with general meetings or the annual awards dinner.
21. Participate as a member of CSHP National's Educational Services Committee (ESC) and provide information on National ESC events.



Appendix: TARGET DATES

September	Review Committee terms of reference with Committee members Review volunteer lists Complete Conflict of Interest Disclosure Forms Lunch CE Event
October	Lunch CE Event - Promotional CE in conjunction with Membership Committee (free for non-members) Submit changes to terms of reference to Branch Past-President
November	CE Event + General Meeting
January/Feb	CE Event +/- General Meeting*
March/April	CE Event +/- General Meeting* Submit budget to Treasurer
April	Submit annual report to Secretary
April/May	Annual General Meeting and Education Day

*Note - General Meetings are scheduled twice per year with a CE Event