



Education Committee

PURPOSE:

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

AUTHORITY: Executive committee

COMPOSITION:

Chair:

- The Education Committee Chair is appointed and re-appointed by the branch executive following the AGM.

Terms of Office: 3 years maximum

Committee Members:

- Committee members are appointed by the Committee Chair.
- 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/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.

TARGET DATES (for chair/and or committee):

September	Review committee terms of reference with committee members Review volunteer lists Complete Conflict of Interest Statement forms CE Event/ General Meeting
November	CE Event/ General Meeting
January	CE Event/ General Meeting
March	CE Event/ General Meeting Submit budget to Treasurer
April	Submit annual report to Secretary

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May

AGM

June

Review and submit proposed revisions to terms of reference to Past President no later than June 15th.

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 3 times per year.

The Committee Chair shall:

1. Complete a Conflict of Interest Disclosure form annually and forward copy to the Secretary of the branch.
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 all committee members with electronic version of approved NS Branch CSHP letterhead.
5. Provide any committee member with either branch or national policies/procedures on request.
6. Review CSHP National's volunteer list annually for members interested in joining the committee and recruit additional members, as required.
7. 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.
8. Hold a minimum of 3 meetings annually.
9. Correspond on matters related to the Education Committee.
10. Report or provide to Executive on request a) education committee's activities/plans b) meeting minutes; c) verbal or written progress reports.
11. Attend education sessions, general meetings and AGM, whenever possible.
12. Submit information to the branch website co-ordinator to post in the "Education" section of the branch website. Submit suggestions for improvement to the "Education" section of the branch website to the branch website co-ordinator as deemed necessary.
13. Submit all files/electronic files, binders pertaining to the committee to the incoming chair and review and discuss all pertinent data.

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14. Assist the incoming chair in an advisory capacity for one year following the term of office.
15. Whenever possible, notify committee members and the executive liaison of intention to resign as chair no less than 6 months prior to resignation date. The chair should attempt to identify a succeeding committee chair from within the existing committee.
16. Ensure review of the current committee terms of reference and submit proposed revisions to the Past President no later than June 15th of each year.
17. 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.
18. Prepare and submit a written annual report for the AGM to the secretary no less than 3 weeks prior to the date of the AGM.
19. Liaise with the Executive and Awards Committee to determine timing and location of CE events that are in conjunction with general meetings or the annual awards dinner.
20. Participate as a member of CSHP National's Educational Services Committee (ESC) and provide information on National ESC events.

The committee shall:

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

The committee members shall:

1. Complete a Conflict of Interest Disclosure form annually and forward a copy to the committee chair.