



Terms of Reference for Education Committee

The Education Committee is responsible for all aspects of education activities for CaSPR members; Fellowship Programs, Professional Development sessions.

Responsibilities:

- Responsible for developing, reviewing and implementing the education modules on a yearly basis for the CaSPR Conference;
- Recommend alternative methods of delivery of education activities/modules other than yearly at the CaSPR Conference;
- Assure education content is up to date and pertinent to the CaSPR membership;
- Determine which fellowship to be offered at CaSPR Conference on a yearly basis;
- Recruit speakers for the module topics presented at the CaSPR Conference on a yearly basis;
- Develop an annual evaluation questionnaire of the modules to the CaSPR membership following the yearly Conference;
- Provide the feedback results with the Board. Incorporate any relevant comments into the content of the modules;
- Provide to Communications Committee information to be shared via various formats.

Reporting Relationship:

The committee reports through the Committee Chair to the Board. The committee submits monthly reports to the Board via minutes of meetings.

Membership:

- The total members shall not exceed 10, including the Committee Chair
- Appointments are determined by the Chair and the Board;
- CaSPR Chair is an adhoc member of the committee;
- Any committee member may resign upon written notification to the Committee chair

Voting Rights:

Each committee member is entitled to one vote on all matters coming before the Committee.

Meeting Schedule:

Monthly at the call of the Committee Chair

Format: Via Zoom

Initially approved by the CASPR Exec: January 21, 2021

Last modified/updated:

Last approved by the CASPR Exec: