

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference
Education Committee

Authority:

This committee is accountable to the NBHPCA Board and is governed by the By-laws of the NBHPCA and its Board of Directors.

Purpose:

To develop and implement education programs and materials for members and the general public, including the annual conference meeting and other educational initiatives as may be deemed by the Board/Executive (Bylaw 13.3).

Function:

To ensure that a yearly NBHPCA Provincial Conference is held.
To promote Advance Care Planning Day in April of each year.
To hold lectures and workshops as requested by the NBHPCA Board
To award scholarships and bursaries as approved by the NBHPCA Board

Membership:

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).
Two representatives from the organizing Conference in the recent past years to ensure sustainability of the Conference.
The NBHPCA VP shall be a member of this Committee (Bylaw 12.6(b)).
All members must hold a current membership in NBHPCA.
Each Committee member must attend at least 50% of the meetings.

Meetings:

An agenda will be available at each meeting.
Minutes will be kept of all meetings
A report of the meeting will be presented at the next Board meeting.
Meetings will be held at least quarterly as determined by the Chair.

Quorum:

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Education Committee
Reviewed and Approved by NBHPCA Board of Directors
Reviewed and Revised by the NBHPCA Board of Directors

December 2017
February 2018
May 2, 2018