

EDUCATION COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Education Committee (the Committee) is to address educational efforts aimed at heart failure professionals, patients and caregivers on behalf of the CHFS Board and to provide recommendations to the Board on related issues. The Committee was first confirmed in 2017.

Committee Membership

The CHFS Vice President serves as Chairperson and the term shall be two years in length in conjunction with the term of the Vice President. The membership of the Committee shall consist of a minimum of five CHFS members to a maximum of seven; one of which shall be an Allied Health/Nursing Professional member and preferentially one Member-in-Training.

The term shall be two years in length and on a staggered basis to ensure continuity (therefore, for the 1st year some length of terms will only be one year).

Specific Mandates

The Committee is responsible for running the ongoing programs listed below on behalf of the CHFS each year:

- 1) Develop education resources for the membership.
- 2) Organize the annual CHFS CCC Spotlight/Workshop submissions including selection of topics through survey of membership, develop and coordinate content and identify appropriate speakers from the membership or internationally.
- 3) Provide Planning Committee members for CHFS endorsed educational events when required.
- 4) Develop and acquire funding for educational webinars.
- 5) Perform regular needs assessments of the membership to help inform CCC HF Track development.
- 6) Collaborate with the Website Content Committee to provide education content and recommendations.
- 7) Provide representation on the HF Update Planning Committee.

Meetings

The Committee will conduct meetings at least twice a year by teleconference and as often as necessary to accomplish its purposes.

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Reporting

The Committee shall provide minutes of its meetings to the CHFS Executive. An annual report will be presented at the CHFS Annual General Meeting at the Canadian Cardiovascular Congress each year.

Accountability

The Committee is accountable to the CHFS Board of Directors and Executive. CHFS endorsement of education events is at the discretion of the Executive.

The Heart Failure Update Committee shall report to the Education Committee.

Last Updated: June 4, 2017
Last Approved: July 4, 2017