

## **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 Executive on related issues. The Committee was first confirmed in 2017.

### **Membership**

The Committee is to represent proportionally as much as possible the breadth of CHFS' membership, including:

- Geographic & regional representation
- Gender
- Academic/community

The membership of the Committee shall consist of a minimum of five (5) members to a maximum of seven (7), including:

- One (1) Chairperson, appointed by the CHFS Executive
- At least one (1) Allied Health Professional/Nursing member
- At least one (1) Early Career member (determined as first seven years of practice)
- At least one (1) Member-in-Training

The term shall be two years in length and on a staggered basis to ensure continuity.

### **Specific Mandates**

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

- Develop education resources for the membership.
- Organize the CHFS CCC Spotlight and workshop submissions for the annual Canadian Cardiovascular Congress (CCC) including selection of topics through survey of membership, develop and coordinate content and identify appropriate speakers from the membership or internationally.
- Provide Planning Committee members for CHFS endorsed educational events when required.
- Develop and acquire funding for educational webinars.
- Perform regular needs assessments of the membership to help inform CCC HF Track development.
- Collaborate with the Website Content Committee to provide education content and recommendations.

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### **Meetings**

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

### **Reporting**

The Committee shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision. An annual report will be presented at the CHFS Annual General Meeting each year.

### **Accountability**

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

**Last Updated: May 13, 2023**

**Last Approved: July 4, 2017**