

Education Committee

Terms of Reference

Canadian Hemophilia Society – Manitoba Chapter

I. PURPOSE:

To develop an educational strategy to support the work of CHS-MC (hereafter referred to as the Society) to both members of the Society and to the public on all matters impacting those living with Inherited Bleeding Disorders and the Society's advocacy and research activities.

II. REPORTING RELATIONSHIP:

Reporting directly to the Board of Directors of the CHS-MC.
Public education initiatives are subject to the approval of the Society Executive.

III. MEMBERSHIP:

Chair: The chair of the committee is appointed by and serves for a term prescribed by the Board of Directors of the Society.

Members

Two members at large
One member of the public
One to two members of the Care Team
Executive Director

Ad Hoc Membership

Individuals as identified by committee members who may be essential for meeting the Communication Committee mandate.

Ex Officio Members

Chair person of the Board of the Society

IV. ADMINISTRATIVE SUPPORT:

Provided by the Executive Director with support of the committee members.
Additional support provided by content experts.

V. COMMITTEE RESPONSIBILITIES:

- Develops an overall education strategy to support the activities of the Society and promote public awareness of those living with inherited bleeding disorders.
- Develops annual education budget and recommends same to the board to support the educational strategies of the Society.

- Works in conjunction with the Hemophilia Executive to secure educational funding for various sources including pharmaceutical companies.
- Use consistent branding for all educational messages (per media training)
- Preview all pharmaceutical company presentations to members for content and accuracy (non-partisan/non-biased positions)
- Seek input from content experts as required (the Care Team, etc).
- Provides regular submissions for the CHS-MC Web Page and Newsletter (insert proper names here) on the activities of the Committee.
- Recruit and train volunteers for educational presentations in schools and to other interest groups. (presentations to be consistent with National messages)
- Solicit opportunities to present to groups to heighten awareness of inherited bleeding disorders.
- Continue to review and recommend education strategies with low cost, high impact to promote the messages of the Society.
- Oversees and evaluates scholarship applications process and recommends awards to the board.
- Provides annual summary of the committee to the Board

VI. MEETINGS:

Meetings to take place a minimum of four times per year and at the call of the chair with consultation and work via email in the interim.

Meetings require a quorum of 50% plus one to conduct important business and to make recommendations to the Board.

Meetings are open to any member of the Society to attend.

VII. TIME COMMITMENT:

It is anticipated that meetings will take 1 ½ to 2 hours on each occasion. Additional working time is anticipated to be 2 to 5 hours per month, dependent on various speaker opportunities and associated educational strategies.