



CANADIAN ANESTHESIOLOGISTS' SOCIETY
SOCIÉTÉ CANADIENNE DES ANESTHÉSIOLOGISTES

SCIENCE • VIGILANCE • COMPASSION

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT (CEPD) Committee

TERMS OF REFERENCE

General Guidelines

1. All Committee Chairs and members shall be appointed by the President on behalf of the Board of Directors and shall report to the Board of Directors.
Members of Committees shall be appointed after consultation with the respective Committee Chairs and the officers of the Society.
 - 1.1. All Committee Chairs may appoint non-members of the Society to sit on Committees as required, with approval from the Board.
2.
 - 2.1. Appointments shall normally be for a 3-year term, subject to annual review. Members may be asked to serve additional 1-year terms.
 - 2.2. The past Chair may serve 1 further year, if required.
 - 2.3. The bilingual nature of the Society should be reflected in Committee membership.
 - 2.4. Committee members should represent the four regions of Canada: Western, Ontario, Quebec and Atlantic, unless otherwise specified.
 - 2.5. Resident members shall be appointed to each Committee by the President when appropriate.
3. The Director of the Head Office or delegate shall serve on Committees as a staff resource.
4. Committee Chairs shall prepare regular short reports highlighting the activities of their committees. These reports shall be submitted to the Board as required and at least once per year. In addition, committee minutes shall be prepared immediately following committee meetings and these will also be forwarded to the Board. The Chair or other members of the Committee may be requested to attend meetings of the Board to present reports in person. Allowances for such attendance shall be paid as outlined in Reimbursement Policy approved by CAS Board October 2007.
5. The Chair of each Committee shall submit a budget to the Treasurer, for Board approval, before any expenditure may be authorized.
6. It is recognized that the functions of the Standing Committees will change from time to time. These guidelines indicate the basic Committee duties. Committees, except where restricted by By-law, are encouraged, with Board approval, to expand their activities and to accept new responsibilities.

· Rules and Regulations for New CAS Standing Committees (Section B) - approved by CAS Board June 1999;

· Subsequent revisions by CAS Executive - approved by CAS Board January 2000;

· Rules and Regulations supporting new CAS committee structure approved by members at June 2000 ABM;

· Rules and Regulations supporting Committee Structure to be part of all committee Terms of Reference approved by CAS Board June 2009.



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1. The Committee shall consider and may advise the Board regarding Maintenance of Certification and continuing professional development of members in anesthesia and related fields. The committee shall evaluate and advise the Board re incorporation of best practices in continuing medical education as it relates to educational activities offered by the CAS.
2. The Chair of the CEPD Committee shall work with the Chair of the Annual Meeting Committee and the CAS Education Consultant to determine that the educational content of the Annual Meeting is planned in accordance with requirements for accredited CME/CPD activities.
3. The Committee will be responsible for maintaining the status of the Canadian Anesthesiologists' Society as an accredited provider with the Royal College of Physicians and Surgeons of Canada.
4. The Committee shall have the following members:
 - Chair
 - Past Chair
 - The Editor (or delegate), *Canadian Journal of Anesthesia*
 - Chair of the ACUDA CEPD Committee
 - Four regional members, representing Western, Ontario, Quebec and Atlantic Canada
 - Chair (or delegate) of the Specialty Committee in Anesthesia of the Royal College of Physicians and Surgeons of Canada (RCPSC)
 - One Family Physician/General Practitioner who practices anesthesia (Associate Member)
 - One community hospital anesthesiologist to represent the interest of the anesthesiologists in the non-academic practice settings
 - Chair of the CAS Section of Education and Simulation in Anesthesia
 - Chair of the Annual Meeting Committee.
 - One member-at-large.
5. The Committee may advise the Board and, with approval, may conduct programs of self-education and self assessment.

Staff liaison:
(Approved June 2012)
Modified September 2014