



CANADIAN ANESTHESIOLOGISTS' SOCIETY
SOCIÉTÉ CANADIENNE DES ANESTHÉSIOLOGISTES

SCIENCE • VIGILANCE • COMPASSION

HOSPITAL CHIEFS OF ANESTHESIA (HCA) SECTION

Terms of Reference

Purpose

The CAS Hospital Chiefs of Anesthesia (HCA) Section was established as a forum for Chief's to create and build a vision and mission for the leadership of Clinical Departments & Anesthesia Services in Canada. To fulfill this overall purpose the section will focus on several key deliverables including but not limited to:

1. Collectively defining the vision, mission, direction and goals of the Section;
2. Seeking resources to achieve these goals;
3. Ongoing review of the goals and the needs of Chiefs.

Membership

Membership will include:

Section membership will consist of Chief's and Local Chief's of Anesthesia in Canada. This includes both Board Certified Anesthesiologists and Family Practice Anesthesiologists who assume the role of a chief. The Chief may attend one Section meeting without membership in the CAS but must be registered for the CAS Annual Meeting. To officially join the Section, CAS membership is required. Chief's may remain a member of the Section for up to two years beyond their organizational mandate or term.

Structure

The Section will have an Executive Committee consisting of a Chair, a Vice Chair, and a Secretary/Treasurer, plus a member-at-large. The term for office for all Executive positions is three years, renewable once. An annual meeting is held in conjunction with the CAS Annual Meeting and in accordance with the overall terms of reference for a CAS Section.

Funding

Section fees will be determined annually at the HCA Section meeting held at the CAS Annual Meeting. Fees revenue and/or other funding will be used to support Section meetings or initiatives.

Function

In order to fulfill the purpose of the Chief's Section as well as the CAS mission, the HCA Section will endeavour to foster the education, interests, and advocacy of its members. In conjunction with the society and its committees and sections, the Chief's Section may contribute by one or more of the following means:

- a. The submission of at least one CAS newsletter article per year;
- b. Contribute to educational programming for Section members based on the needs and interests of the members;
- c. Provision of expert opinion on society or professional matters related to their members. The Section may be asked to contribute or take leadership on National advocacy efforts relevant to a specific topic and will be expected to report back to the CAS Executive Committee with recommendations;

- d. Establish mutually beneficial relationships with national organizations having complementary mandates. ACUDA membership may overlap with the Chief's Section.

Section Administrative Expectations

- Meetings will be called by the Chair as deemed necessary, and may be requested by any Section member;
- Meeting minutes will be kept noting Section discussion, planning and decisions;
- Meeting materials will be shared with members in advance;
- Respect and confidentiality of sensitive information is expected of all members.