

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Education	ORIGINATED:	1985 Terms of Reference
TITLE:	EDUCATION COMMITTEE	REVISED:	05May, 06Nov, 13Nov, 17Apr
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PURPOSE

To assist the Education Director to develop the chapter's biannual education day and other educational offerings, as required.

POLICY

1. The Education Director enlists at least three (3) IPAC EO members who are not currently on the Chapter Executive (preferably from each of the geographical regions, i.e., East, West and Central) to serve on the Education Committee.
2. Committee members serve a two (2)-year term for the duration of the education day development and delivery.
3. One member of the Education Committee is appointed by the Education Director to chair the committee. This role may be assumed by the Education Director.

FUNCTION

1. Assists the Education Director to plan and coordinate the educational component of regular chapter meetings at the beginning of every calendar year.
2. Schedules and prepares for a major chapter educational event at least every two years and a smaller event during intervening years to promote fundraising for the chapter.
3. Once fundraising goal has been met, surplus funds may be applied to the Lois Rae Fund, the Carol Whyman Fund and/or the Cameroon Twinning Project, as required.
4. Carries out policies related to chapter educational events/conferences (see policies 5.2 Conference Planning and 5.3 Conference Planning Policies).

REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC EO Policies:
 - a. 2.12 Education Director (<https://eo.ipac-canada.org/policy-manual.php>)
 - b. 5.3 Chapter Educational Events (<https://eo.ipac-canada.org/policy-manual.php>)
3. IPAC Canada Policy 10.10 (<http://ipac-canada.org/photos/custom/Members/policies/10-10.pdf>)