



Continuing Education Program Committee

Terms of Reference

1. Authority

Pursuant to the Terms of Reference of the CASS Governance and Nominating Committee, the Continuing Education Program Committee is created by and shall be responsible to the Governance and Nominating Committee.

2. Purpose

The purpose of the Continuing Education Program Committee is to provide recommendations for a continuing education program accreditation framework to the Governance and Nominating Committee to recommend to the CASS Board of Directors.

3. Mandate

The Continuing Education Program Committee is authorized to make recommendations to the CASS Governance and Nominating Committee, which is a standing committee of the CASS Board of Directors. The mandate of the Continuing Education Program Committee is to:

- 3.1. Create a communication plan for membership about the development of the continuing education program.
- 3.2 Advise on the implementation plan for the continuing education program.
- 3.3 Create open and systematic opportunities for members to provide feedback during the continuing education program development.
- 3.4 Advise the Principal Leadership Consultant on identifying aspects of the continuing education program.
- 3.5 Provide recommendations to the Governance and Nominating Committee, as needed.
- 3.6 Review the Terms of Reference for this Committee and suggest revisions as needed.

4. Membership

The Committee membership shall include a Governance and Nominating Committee member, up to 4 members from each Zone, the Principal Leadership Consultant (non-voting member), and the CASS CEO (non-voting member).

5. Limits on Authority

The Committee has advising and recommending authority, not decision-making authority.

6. Reliance on Management and Experts

The CASS CEO has enlisted the assistance of the Principal Leadership Consultant to engage the Committee in this work.

7. Limitations on Committee's Duties

In contributing to the Committee's work, each Committee member shall be obligated to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

8. Meetings

Meetings shall be held via Zoom, as deemed necessary, but in accordance with meeting the continuing education requirements identified in the *CASS Act (2021)* Section 70(3): The College shall establish the requirements referred to in subsection (1) within 3 years after the date on which this section comes into force [September 1, 2022].

The quorum shall consist of the majority of members of the Committee.

9. Reporting

The Committee will provide regular communication to the Governance and Nominating Committee as requested.

10. Operation Procedures

The Chairperson of the Committee will:

- be appointed by the Governance and Nominating Committee;

- review the Terms of Reference in consultation with the Principal Leadership Consultant to ensure the mandate of the Committee is met;
- advise the Principal Leadership Consultant on preparing and distributing meeting agendas in advance of meetings; and
- ensure reporting requirements identified for the Committee are met.