



## **Continuing Education Program (CEP) 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 regarding the continuing education program 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:

- a) Create an annual communication plan for members about the continuing education program.
- b) Advise on the annual professional learning plan for the continuing education program.
- c) Create open and systematic opportunities for members to provide feedback about the continuing education program.
- d) Advise the Principal Leadership Consultant on various aspects of the continuing education program.
- e) Provide recommendations to the Governance and Nominating Committee, as needed.
- f) 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, one regulated member 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**

- a) The Committee shall meet at least two times per year, with additional meetings at the call of the chair.
- b) Quorum shall consist of a majority of the Committee members.

## **9. Reporting**

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

## **10. Operation Procedures**

The Chairperson of the Committee will:

- a) be appointed by the Governance and Nominating Committee;
- b) review the Terms of Reference in consultation with the Principal Leadership Consultant to ensure the mandate of the Committee is met;
- c) advise the Principal Leadership Consultant on preparing and distributing meeting agendas in advance of meetings; and
- d) ensure reporting requirements identified for the Committee are met.