

Committee Title:	Education Committee
Chair(s):	<p>Appointed by the Board on recommendation of the Committee. Elected from the members of the committee.</p> <ul style="list-style-type: none"> - If a Co-Chair arrangement is in place one (1) chair must be a director of the board of the ATS. - A Chair will be appointed for a two (2) year term, with a maximum of three (3) consecutive terms. <p>Responsibilities of the Chair:</p> <ul style="list-style-type: none"> - To ensure ongoing communication with the ATS Board regarding activities of the committee. - The Chair will provide oversight of the Committee and will be responsible for ensuring that the Committee fulfils its functions and acts on assigned tasks in a timely manner. - The Chair will approve the agenda for each meeting and chair meetings. .
Type and Purpose:	<p>Type: This is a standing subcommittee of the ATS.</p> <p>Aim: The purpose of the Education Committee is to develop, monitor, review and promote educational initiatives relating to the society that will benefit its members.</p> <p>Objectives:</p> <ul style="list-style-type: none"> - - - Identifying and assisting in the ongoing educational needs of the society's member.
Scope and Delegations:	<p>The Scope of the Education Committee includes:</p> <ul style="list-style-type: none"> - Recommends collaborative arrangements with external educational providers - Develop and promote educational activities relevant to the society - Provide a platform for the advertisement of approved external educational activities

Membership:

The membership of the Committee shall include a minimum of three (3) members. The maximum number of members required will be determined by the representation requirements of the Committee.

The term of office for each committee member shall be two (2) years. At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (EOI). Committee members may be reappointed to serve for a maximum of three consecutive terms. However, subsequent terms must be applied for via EOI.

Election/ Nomination/ Recruitment of members:

- Expression of Interest (EOI) will be called from the ATS Board.
- Nominees are to submit their curriculum vitae and an application (no more than 300 words) outlining their interest and suitability for the position.
- All eligible applicants will be informed of the process, including the date that expressions of interest close.
- Nominations will be considered by the ATS Board.

Casual Vacancies:

- If the position of a committee member becomes vacant during the member's term of office, the position may be filled after a call for expression of interest for the remainder of the term using the process outlined above.

Conduct:

All committee members are required to:

- Attend committee meetings and actively participate in discussions at these meetings.
- Read and consider agenda papers and minutes of meetings.
- Act with care and diligence and in the best interests of ATS strategic priorities

Conflict of Interest:

- Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise.

	<p>Disputes:</p> <ul style="list-style-type: none"> - Disputes that cannot be satisfactorily resolved within the Committee will be referred to the ATS Board <p>Meeting attendance:</p> <ul style="list-style-type: none"> - If a member is absent for three (3) consecutive meetings they may be asked to step down from the committee. - All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. - If unable to attend committee meetings, members are encouraged to provide the Chair of the Committee with their comments on the meeting papers prior to the meeting. <p>Confidentiality:</p> <ul style="list-style-type: none"> - Committee members must keep matters relevant to individual members or specific cases of patient care confidential. – Committee members are required to maintain confidentiality on matters of importance to ATS. - Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies.
<p>Meetings:</p>	<p>Meeting frequency:</p> <ul style="list-style-type: none"> - The Chair will determine the frequency of regular committee meetings. - Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the committee. <p>Quorum:</p> <ul style="list-style-type: none"> - Greater than 50% of the membership of the Committee. <p>Secretariat support:</p> <ul style="list-style-type: none"> - The Committee will have administrative support provided by the ATS secretariat. <p>Code of Ethics:</p>

	<p>- The Committee strives to maintain the highest standards of integrity, and it is vital that the membership and public be confident of our commitment.</p> <p>Cost of Operation: - Activities will be conducted by email and teleconference as far as possible.</p>
<p>Deliverables:</p>	<p>Education Report will be presented by Chair or proxy at each Board meeting</p> <p>Report to the ATS Board annually prior to the AGM how the committee has met its scope and purpose.</p>

