



POLICY TO GUIDE THE EDUCATION COMMITTEE

Draft Date: January 1st 2013

Accountability: Sick Cell Disease Association of Canada

Responsibility: President/Executive Director

Approval date: February 2013

Revisions: November 25th 2013
December 13th 2016

Current Revision: March 3rd 2017

Review: Annually/As necessary

Approver: Sick Cell Disease Association of Canada-Management

Overview:

In an effort to maximize the performance of the Association, the education committee must be chaired by an individual who have both generic attributes and specific skills to support the full scope of the responsibilities of the committee. The Education Committee (EC) is one of the most important committees of the SCDAC/AAFC and responsible for drafting, and releasing its educational materials.

Generic Attributes:

- a. Honesty and integrity
- b. Commitment to and interest in Education Committee
- c. Understanding of SCDAC's governance documents- By-law, Policies, Articles, Strategic Plan
- d. Timely execution of goals
- e. Effective leadership skills – successful recruitment and engagement of members
- f. Efficient communication skills
- g. Timely reporting to the Executive Director.

Type of Committee/Reporting Relationship: Management Committee

The Education Committee is part of the management of the association and reports, through its chair, to and works closely with the President/Executive Director of SCDAC/AAFC



Goals

- Promote better health by sharing best knowledge about SCD care and treatment.
- Provide valuable resources to health care providers; educators, families and patients with SCD
- Raise awareness about SCD in the public by facilitating the availability and diffusion of materials explaining SCD.

Membership

Committee to include in the least a:

Social worker, psychologist, hematologist, nurse, patient and patient advocate.

The chair of the EC to decide on number of committee members

Chairperson

Current Chairperson, Kate Uchendu

The Chairperson may be appointed by the President/Executive Director

Responsibilities of the chair

- The chair of the EC oversees the affairs of the committee
- The chair communicates and works closely with the Executive Director
- Prepares the strategic plan of the committee
- Schedules meetings and notifies the committee members;
- Guides the meeting according to the agenda and time available;
- Ensures all discussion items end with a decision, action or definite outcome; reviews and approve the draft minutes before distribution;
- Appoints a secretary/assistant for the committee to take minutes/assist the chair as necessary
- Meets quarterly with the management
- Submits quarterly reports on the activities of the committee to the management
- Ensures EC functions well.

Vacant Position: Any vacant positions will be filled by the chair of the committee

Meetings: Committee must hold regular tele-conference (a minimum of four/year)



Functions

- To develop education materials based on suggestions by the SCDAC's Management team
- To develop high standard materials that will be used by all member organizations of SCDAC/AAFC, schools, daycare centers and other community locations
- To ensure accuracy of materials on SCDAC/AAFC website
- To prepare articles, presentations, press releases, quarterly newsletters
- To ensure patient education guidelines is same across the country.
- Except otherwise indicated, the EC will plan/support the SCDAC Conferences, Seminars and Workshops
- To provide best clinical guidelines to health professionals throughout Canada
- Through the website, to provide a platform for diffusion of valuable scientific information, such as recent articles, advances in SCD care and understanding, breakthrough technologies etc.
- To relay information on studies performed in Canada and elsewhere
- To provide materials that will help families, children and adults cope better with SCD
- To provide materials that will enable families and children with SCD cope better at school

Additional Notes:

1. This committee will work closely with the other committees of the SCDAC/AAFC especially the communication committee
2. Committee to prepare all materials in French and English languages as well as in other languages as resources for more translations becomes available

Amendments: The terms of reference shall be reviewed annually from the date of approval. It may be altered to meet the current needs of the committee members, by agreement of the President/ED and Management team of SCDAC/AAFC