



## TERMS OF REFERENCE

**COMMITTEE:** Canadian Critical Care Review Committee (CCCRC)  
**REPORTS TO:** Canadian Critical Care Society (CCCS)

### **Mission Statement**

The Canadian Critical Care Review Committee is committed to offering education programs that provide the knowledge and skills necessary to enhance critical care, ultimately providing the highest quality of patient care to the community at large.

### **Overall Objectives and Responsibilities**

The purpose of the Canadian Critical Care Review Committee is to plan and deliver an annual 3-day conference designed specifically to meet the educational needs of practicing physicians and the Canadian Critical Care trainees. The program was designed to address educational gaps or areas that required additional learnings for residents, primarily critical care subspecialty (adult and pediatrics) as well as multidisciplinary members and clinicians practicing critical care medicine, whether on faculty at an academic institution or in a community.

### **Operations**

The committee, a standing committee, will be composed of four program co-chairs. The committee determines their own meeting schedule and will meet one to two hours in duration depending upon the agenda. Meetings will take place via conference call with meeting minutes published within 1-2 days.

### **CCCRC is responsible for:**

#### Conference planning:

- Approving budget including expenses for payment with the approval of the Treasurer of CCCS
- Selecting conference date and approving venue selection
- Establishing conference pricing
- Recommending speakers/topics
- Recommending potential sponsors
- Recommending the appointment and overseeing the work of a program co-ordinator
- Reviewing and submitting accreditation documentation
- Reviewing contracts with hotels, speakers and other service providers.
- Reviewing marketing material prior to publishing (webpages, fliers, notices, announcements, posters)



- Reviewing and approving final financial statements following the program
- Submitting approved financial statements to the CCCS executive
- Keeping financial records and safe storage of same
- Establishing and maintaining the program budget
- Submitting RFPs, including negotiating contracts with hotels, speakers and other service providers
- Contacting potential sponsors
- Contacting potential speakers
- Preparing promotional materials and marketing same
- Preparing conference materials
- Coordinating all conference details including planned conference networking events
- Coordinating advance registration
- Soliciting attendee feedback during/post conference

#### Onsite event management:

- Facilitating program, including opening and closing comments
- Introducing, welcoming and thanking individual speakers/moderators
- Generating audience interest in presentations
- Moderating question periods
- Onsite registration
- Coordinating logistics including venue setup, AV setup, catering, etc.

#### **The Canadian Critical Care Society Board is responsible for:**

##### Oversight:

- Approving annual budget
- Signing all venue contracts
- Signing of any supplier contracts
- Arranging for event cancellation insurance
- Reviewing monthly minutes taken after each committee meeting
- Provide speaker honorarium cheques to speakers
- Review all financial documents provided by the Committee
- Handle any annual audit requirements
- Appoint one or more CCCRC Co-chairs to the Education Committee
- Approve the replacement or appointment of Program Co-Chairs and Program Coordinator



### **Operating Principles of the Canadian Critical Care Review Committee (CCRC)**

- The committee will serve the interests of all CCCS members in a fair and impartial manner
- Ensuring attendee safety during program delivery is our #1 priority
- The committee will not form partnerships or make promises to other organizations without receiving consent from the executive of the CCCS
- The CCCS logo will be on all materials (electronic or hardcopy)
- The committee will not negotiate or sign any contracts on behalf of the CCCS without executive approval
- The committee will not establish a separate bank account
- The committee will not solicit funds or sponsorship for conference activity without receiving consent from a minimum of 2 Program Co-Chairs
- The committee and office will pay invoices in a timely manner
- The committee and office will keep a historical record of program materials
- Due to legal liability, the committee will limit the length of all events serving alcohol to not longer than 2 hours and supply no more than 2 drink tickets to every attendee

### **Protection of Assets**

- The committee Co-Chairs will recommend to the CCCS executive the Program Coordinator that should be appointed. The contract will be signed by the executive of the CCCS
- CCCS will maintain liability insurance in the amount of TWO (2) MILLION DOLLARS
- CCCS will maintain event cancellation insurance
- CCCR committee members will fall under the CCCS umbrella for any liability insurance and will have full coverage
- All paper and electronic files and records will be held in storage at the CCCS office for historical reference

### **Funding**

- The Canadian Critical Care Review program receives its funding from registration fees and individual sponsorships
- The committee will supply financial statements with copies of each receipt to the executive of the CCCS following the completion of the program

The terms of Reference will be effective from year to year unless amended or terminated in writing by the CCCS executive.