



MEETINGS COMMITTEE Terms of Reference

Purpose:

This committee will advise the CCCS Board of Directors on issues related to pertinent conferences/meetings/courses/educational sessions that may be beneficial to the society and its memberships, in particular those events that do not fall within the mandate of other standing committees.

Functions:

Monitor, review and provide recommendations regarding the following:

1. Conferences/meetings/courses/educational sessions relevant to members.
2. Other pertinent ways of disseminating information i.e. Social media/free open access medicine
3. Planning for the 2021 World Congress
4. Represent the general membership, including issues of interest to regional and specialty interests

Accountability:

The Meetings Committee is a sub-committee of the CCCS Board of Directors. The Chair of the Committee reports the activities and recommendations of the Committee to the CCCS Board of Directors at the board meetings.

Membership:

- Members to be recruited by an open letter to the membership of the Society.
- Including the Chair, the committee should have a maximum of 5 members. The make-up of the membership will try to reflect the national nature of Critical Care specialist in Canada.
- A term of three years is required. Re-appointment is at the discretion of the CCCS Board of Directors and there is no maximum number of re-appointments.
- The Chair of the Committee will be appointed from and by the CCCS Board of Directors.

Voting:

In general consensus will be sought. If required, voting may occur. The majority will carry the vote. In case of a tie, the Chair will break the tie.

Communication:

Communication between committee members will occur electronically, by teleconference or in person on an as needed basis, to review specific projects. Minutes of the meetings (where appropriate) will be provided by the Chair and reviewed by the CCCS Board of Directors. Quorum will be 50%.