

## **CSAM-SMCA Committee Terms of Reference**

### **Committee Name: Education Committee**

#### **Purpose:**

The Education committee will contribute to the mission of CSAM-SMCA to advance the understanding and treatment of substance-related and behavioural addictions and the strategic directions with its main focus on educating healthcare professionals.

The purpose of the committee is:

1. To provide the CSAM-SMCA membership in Canada with education on addiction assessment, prevention, management, and treatment of substance related and behavioral addictions.
2. To provide education to the Canadian public on addiction medicine issues.

#### **Mandate:**

This will be accomplished through:

- Providing the Fundamentals of Addictions course at the CSAM-SMCA Annual Meeting including updating the curriculum on an annual basis
- Exploring and developing new educational tools (i.e., virtual/online based learning)
- Exploring and establishing relationships with educational bodies such as the Royal College of Physicians and Surgeons and the Canadian College of Family Physicians to promote education and training in addiction medicine, colleges from other disciplines and other national or provincial organizations
- Engaging in two-way communication with CSAM-SMCA board and membership to ensure all involved are aware of changing issues in the educational arena.
- Responding to educational requests or needs from the public.
- Contributing to the CSAM-SMCA educational website content

#### **Membership:**

The committee will consist of a minimum of 6 members.  
All committee members must be CSAM-SMCA members.  
New members will be approved by the committee co-chairs.

**Chair:**

The committee will be co-chaired by a CCFP and a Royal College member with at least one of the co-chairs being a member of the CSAM-SMCA board.

The Chair shall:

1. Call meetings of the committee.
2. Chair meetings of the committee.
3. Designate another committee member to chair the committee in the Chair's absence.
4. Report to the Board on the work of the committee.

**Meeting Arrangements:**

- The committee will meet by teleconference on a quarterly basis and ad-hoc.
- The committee will be given at least two weeks' notice for quarterly teleconference meetings.
- The committee will have 1 in-person meeting to coincide with the Annual CSAM-SMCA Scientific Meeting.
- Members are asked to commit to participate in a minimum of 75% of the teleconferences and to attend the "in person" meeting.

**Quorum:**

Quorum shall be 50% of committee members present at a meeting.

**Minutes:**

The staff supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

**Reporting:**

The Committee chair reports in writing to the CSAM-SMCA Board of Directors or CSAM-SMCA Executive annually. Oral reports to the Board of Directors will take place when requested by the CSAM-SMCA President or the Committee Chair.

TOR Approved by: CSAM-SMCA Board of Directors

TOR Approval Date: Every 5 years – strategic planning cycle

TOR Reviewer: Member of CSAM-SMCA Executive Committee

TOR Review Date: Every 2 years – term sitting president