

Cancer Research Institute of Northern Alberta (CRINA) Education Committee - Terms of Reference

1. Purpose

This Terms of Reference (TOR) serves as the guiding document for the CRINA Education Committee.

The goals of the committee are to:

- Plan educational and skill building opportunities for trainees
- Plan professional development and career exploration opportunities for trainees
- Plan the annual CRINA Research Day program
- Plan the weekly CRINA seminar series
- Plan educational opportunities for the community to learn about cancer and cancer research
- Contribute to the planning of trainee success recognition
- Foster engagement of clinical trainees in research, and interactions and collaboration between clinical and research trainees

2. Membership

The committee is composed of 6-8 faculty and 1-2 trainee members who are invited to join the committee by the CRINA Director. Terms are three years for faculty members and one year for trainee members; committee membership is renewable for a second term. The committee chair is appointed by the Director. In his/her absence, the chair shall designate a meeting chair from among the committee members. Quorum is 50%.

The members will regularly attend committee meetings held monthly between September and June, and openly and candidly share their ideas with the group.

3. Membership Terms

Continued membership is subject to the member's continuing ability to attend meetings and provide input. Members missing meetings without notice will be contacted in order to reevaluate their ability to commit to the Education Committee.

Members wishing to terminate their membership are asked to provide one month notice to the CRINA Director.

4. Confidentiality

Trust and confidentiality of information are very important. Members may be expected to keep some information private where indicated.

5. Meetings

An agenda will be sent out to members in advance of the meeting. Meeting minutes will be taken and circulated to the group following the meetings.

The Chair of the Education Committee will provide progress reports at the Steering Committee meetings.

6. Decision Making

Decisions will be made by consensus. If consensus cannot be reached, the Director has final decision-making authority.

7. Reporting Structure

