Terms of Reference

1. Purpose

The Education Committee is comprised of a national group of clinicians, teachers, and educators who are dedicated to the development and dissemination of educational materials, resources, and activities to support kidney care in Canada. Events and activities will be ongoing throughout the year and not limited to the Annual General Meeting (AGM). This committee will advise the CSN President and Officers who will make final decisions about educational events held or supported by CSN. On behalf of the Education Committee, the Chair will be in close communication with the CSN President and other Officer members throughout the year. The Chair will present an annual report from the Education Committee to the President at the annual CSN Board of Directors' and Annual General Meeting.

2. Frequency of Meetings & Attendance

Full committee meetings will be held every 3-4 months via teleconference, including one face-face meeting per year scheduled around the CSN Annual General Meeting if it coincides with the meeting schedule. (i.e., ~3 total meetings per year).

Committee members should make every effort to attend all meetings and are expected to review material and provide feedback to the Chair/Vice Chair when unable to attend.

Participation in at least 70% of meetings is required, barring extenuating circumstances. Attendance will be monitored by the CSN administration.

3. Governance

A quorum for a meeting is constituted by a simple majority (50% + 1) of the Committee members, present either in person (when applicable) or by teleconference. Decisions can only be made if quorum is met. If the quorum is not met, the meeting may be adjourned and rescheduled.

All members on the Committee are voting members, except administrative staff, ad hoc members and/or guests. Major policy changes require subsequent approval by the CSN Officers.

Voting Procedures:

- Decisions shall be made by a simple majority vote of the members present.
- Each member shall have one vote. In the case of a tie, the Chair shall cast the deciding vote.
- Voting may occur during a meeting, either in person or virtually. Votes must be cast by members who are present at the meeting in accordance with CSN bylaws. Proxy or absentee voting is not permitted.

4. Membership & Member Selection

New recruitment of members, and current membership will be reviewed annually.

Committee Chair:

For continuity, the outgoing Chair of the Committee will be asked to nominate a suitable individual who is already an existing member of the Education Committee, as the new Chair.

Membership:

Individuals who hold the following positions will be members of the Education Committee, and succeeded by their replacements:

a) Chair of the Royal College Specialty Committee in Nephrology and

b) President of the Canadian Association of Pediatric Nephrologists (CAPN).

The remainder of the membership will include:

- At least four (4) more members from the general membership (one (1) representing pediatric nephrology, and at least one (1) from the community-based nephrologists)
- At least two (2) resident representatives
- Non-physician members (e.g. pharmacy, nursing) are eligible for committee membership at the discretion of committee chair and CSN board
- The committee will aim to include regional representation
- There will be a maximum membership of 20 committee members

Resident members will have a 1-year term and will include PGY 4 and PGY 5 representatives. Should there be interest in remaining involved with the Education Committee, resident members may serve on a subcommittee (e.g. pre-course subcommittee) for an additional one (1) year, and/or remain involved in other capacities or other committees' work where openings permit.

CAPN President will have a term based on the duration of their Presidency (currently two (2) years).

Committee members may be proposed by the Chair or solicited from committee membership and will be elected to serve for a 3-year term. Any committee member may be asked to lead subcommittees as required.

All members may serve for no more than two (2) consecutive terms, unless a member becomes Chair, in which case she/he may serve a full term as chair. Extensions may be considered based on individual role and capacity. To promote inclusivity, CSN members at large will be made aware of opportunities to participate in CSN Education sub-committees at regular intervals, and sub-committee leaders should be inclusive and committed to diverse representation in their committees.

Specific skill sets will be posted to reflect the needs of the committee, considering geographic representation, gender balance, and upholding equity, diversity, and inclusion. Appropriate candidates will be appointed by the Chair and/or President of the CSN, with a commitment to creating a diverse and inclusive environment that reflects the broader community we serve.

All committee members must be active members of CSN if they have voting privileges.

Role	Selection Criteria	Term Limit
Chair	Served at least one (1) term on Committee, proposed by outgoing Chair and determined by committee consensus.	*3 years,* *2 term limit*
Vice-Chair	Appointed by Chair and selected from open call to Education Cte members. Prior serving Education Cte member for 2 or more years.	*3 years,* *2 term limit*
Past-Chair	After term as Chair, individual will move automatically to Past-Chair role for a 1-year term.	*1 year,* *1 term limit*
Emeritus Member	In this non-voting advisory role, past chairs will contribute to discussions and committee activities.	*1 year,* *no term limit*
CAPN member	CAPN President	*Based on duration of Presidency (2 years)*
Resident members	Will include PGY 4 and PGY 5 representatives. Should there be interest in remaining involved with the Committee, resident members may serve on a subcommittee for an additional year, and/or remain involved in other capacities or other committees' work where openings permit.	*1-year term* *With potential for 1-year extension if interest and need exist.*
Member(s)	Proposed by the Chair or solicited from committee membership	*3 years,* *2 term limit* *unless vacancies exist and continued active involvement (OR unless member becomes Chair, at which time they may serve full term as chair).*

5. Responsibilities

a. Chair

The Chair is responsible for the following:

- Chairing all Committee meetings.
- Consulting with CSN Administration to draft/distribute meeting agendas and minutes.
- Reporting to the CSN President through sharing of all meeting minutes and documents.
- Preparing progress reports for publication within CSN newsletters as requested by the CSN President.
- Selecting subcommittee chairs for any standing or ad hoc subcommittees, with input from the Committee.
- Preparing an annual report for presentation to the CSN Board.
- Organizing committee meetings/communication throughout the year.
- Choosing a Vice-Chair in coordination with the Past Chair.

- Communicating to the general membership through publication in the CSN Newsletter, via emails sent to membership from CSN Administration office, or on the CSN website.
- Selecting members to populate the subcommittees based on strengths/expertise/interests of individual committee members and strive to ensure committee membership includes appropriate experience/expertise, in coordination with the Vice-Chair.
- Choosing a CSN member to organize / coordinate the Annual Review Course (see below).
- Assuming the duties required to maintain / renew the status of the CSN as a Royal College approved accreditor of CME events, during their term of office (see below).
- Discouraging any potential conflicts of interest relevant to the development of any committee documents. Report all potential conflicts by any committee member to the CSN Administration Office (Director of Operations), who manages and reviews the conflicts with the CSN Officers.

b. Vice-Chair

The Vice-Chair is responsible for the following:

- Performing duties as delegated by chair (e.g. chair or hold membership on subcommittees)
- Acting as proxy for Chair in their absence
- Performing duties of an Education Committee member (see below).

c. Committee Members

Members are accountable for contributing to the effectiveness of the committee by:

- Representing CSN members and assisting the Chair in planning and organization of all education events including those at the annual meeting. Members report to the Chair.
- One (1) member of the Committee will represent the CSN on the Royal College Nephrology Specialty Committee.
- Members may be asked to serve on Focus Groups as part of the CSN's accreditation process for approval of CME events for Continuing Professional Development (CPD).
- Disclosing any potential conflicts of interest to the Chair.
- Actively participating in all meetings; being open, honest, and transparent; discuss matters respectfully and professionally and being open to other member's ideas and perspectives.

Membership will be reviewed if participation does not meet terms of reference criteria.

d. CSN Administration

The CSN Administration is responsible for the following:

- Providing administrative support for meeting organization and meeting minute taking.
- Working closely with the Chair and Vice Chair.

6. Emeritus Committee Member

The Emeritus Committee Member designation is an honorary status granted to former Chairs of the Committee who have demonstrated significant contributions and exemplary service. This role allows for the continued involvement of experienced leaders, providing historical knowledge, mentorship, and strategic guidance to current committee activities.

Responsibilities

- Serve as an advisor to the Committee, offering insights based on prior experience and institutional knowledge.
- Participate in committee meetings as requested, providing input on key discussions and decisions without assuming active project or task responsibilities.
- Engage in strategic discussions to support the committee's goals and objectives.

Voting Rights

Emeritus Committee Members are non-voting members of the committee. Their input is valued in deliberations, though their participation in formal votes is limited based on the committee's requirements.

***NOTE**: If an Emeritus individual wishes to have voting rights, approval must be reached by Committee consensus and would apply for the individual's duration on the Committee.*

Meeting Attendance

Emeritus Committee Members are encouraged, though not required, to attend all scheduled committee meetings. Their attendance is at the discretion of the committee Chair and may be requested for meetings where their expertise and historical perspective would be beneficial.

Exclusion from Membership Cap

Emeritus Committee Members are honorary participants and, as such, are not counted within the maximum number of committee members allowed under the TOR. This designation ensures the committee retains sufficient capacity for active roles.

7. Postgraduate Nephrology Education

- The CSN Education Committee will communicate and maintain a close liaison with the Royal College Specialty Committee in Nephrology. Jointly these committees, through shared goals, will seek to continually improve and enhance the educational program of nephrology trainees and the continuing education of nephrologists in Canada. Together they will seek new educational areas of interest relevant to the maintenance of professional competency and academic excellence.
- The CSN will sponsor an annual CSN Pre-course. This course will meet learning needs of trainees and established nephrologists. The coordinator / organizer of this course must be an active member of the Education Committee.
- The Education Committee will seek to inform Nephrology Trainees across Canada about research training opportunities, job opportunities and the importance of becoming CSN members.

8. Continuing Education

- The Education Committee will provide continuing education programs for the general membership of the CSN (adult and pediatric) in conjunction with the annual meeting and throughout the year.
- Communicate upcoming educational events and topics for refresher course throughout the year with the membership via the CSN Newsletter, email, and website.
- Section 1-Group Learning and/or Section 3-Self Assessment CPD approval will be sought for all appropriate CSN-sponsored Nephrology events.
- The Education Committee will review applications for approval of CME events organized by physician organizations and provide guidance and assistance to organizers in terms of conformity with Royal College guidelines concerning these events.
- The Education Committee is responsible for development, support, and guidance re: creation of other Royal College approved educational activities.
- If the CSN remains a Royal College accredited provider of CME, the Education Committee is responsible for review of applications from other physician organizations for approval of CME events for Royal College credits.

9. Sub-Committees

a. CPD Accreditation Sub-Committee

b. New Educational Initiatives Sub-Committee

c. Webinar and Online Education Series Sub-Committee

- Goal: Plan approximately 4 – 6 webinars per year with a target of 4 clinical topics and 2 “special” topics per year.
- Representation needed from a Community Nephrologist and the Scientific Committee.

10. Funding

The Education Committee has no direct responsibility for fund-raising to support educational events. However, the committee is responsible for ensuring that relevant guidelines are followed by the CSN in terms of its interaction with corporate financial sponsors of educational events.

11. Approval Date

Approved by the Education Committee | 13NOV24