



Canadian Society of Palliative Care Physicians

Policies Pertaining to Committees

1. Committees of the CSPCP

Committee Members and Committee Chairs are guided by the Terms of Reference for their committees.

Committee Members are required to:

- Be Members in good standing of the CSPCP
- Attend at least 75% of committee meetings, in person or by telecon
- Come prepared to meetings and participate in assigned tasks

Committee Chairs are responsible for record keeping and for communication with the Board of Directors. CSPCP staff are available to help. Minimum requirements are:

- Prepare and submit Minutes of all committee meetings to the CSPCP office
- Ensure that committee membership lists are up to date
- Submit bi-annual reports to the Board of Directors including accomplishments and goals
- Notify the Board if input or assistance is required
- Work with CSPCP staff to ensure that Committee information on the CSPCP web site is accurate and up to date
- Communicate expectations about attendance and participation in the work of the committee to the committee members
- Communicate terms of reference to new committee members

Committee members are responsible for the costs of attending meetings.

Out-of-pocket expenses incurred by Committee Chairs on behalf of the Society will be reimbursed; specifically, travel and accommodation and meal expenses to attend in-person committee meetings and other meetings designated by the Board in accordance with the terms stated on the CSPCP Travel Expense Claim Form. If a committee Chair wishes to extend their stay for any reason, he/she is responsible for meals, accommodations and incidental costs for the additional days.

2. CSPCP representatives on non-CSPCP committees

CSPCP representatives on non-CSPCP committees are required to:

- Be members in good standing of the CSPCP
- Attend at least 75% of committee meetings, in person or by telecon. When not able to attend, delegate an alternate if possible
- Represent the interests of the CSPCP
- Clearly identify personal opinions as such
- Review meeting agendas in advance. Where appropriate, actively seek direction from the Board prior to attending the meeting.
- Submit at least one written report to the Board per year
- Actively seek direction from the Board for urgent issues arising

Out-of-pocket expenses incurred on behalf of the Society will be reimbursed **with prior approval from the Officers of the Society**. Submit requests to: office@cspcp.ca Out of pocket expenses include travel, accommodation and meal expenses to attend approved meetings and in accordance with the terms stated on the CSPCP Travel Expense Claim Form. If a committee representative wishes to extend their stay for any reason, he/she is responsible for meals, accommodations and incidental costs for the additional days.