



Canadian Society of Palliative Care Physicians

Terms of Reference:

Membership Engagement Committee

Purpose

To liaise between the Board of the CSPCP and the membership of the CSPCP by acting as ground-level representation to the needs of the membership.

The CSPCP continues to grow in membership over time. We have members from various sectors, including, but not limited to, those new in practice, those practicing rurally and in various care settings, and those practicing part-time. With the passing of the National Framework for Palliative Care in Canada, and with our goal of all physicians in Canada possessing basic competencies in palliative medicine, we need to continue to ensure that our Board's work and priorities accurately reflect the views and priorities of the membership.

Goal

Enhance the ability of the CSPCP Board and Staff to engage effectively with the CSPCP membership, and vice versa.

Role

1. Generate ideas aimed at member engagement in general, as well as for our annual ALPM conferences.
2. Respond to Board requests for input and advice (e.g. development of Member surveys).
3. Prepare summaries of membership suggestions and proposed actions to take to the Board
4. The Committee is not responsible for mass communication to/from members. However, the committee may make suggestions to the Board regarding topics and methods of such communication.
5. The Committee is **not** to communicate on behalf of the CSPCP directly with external agents such as the media, government, or corporations.
6. The Committee shall only communicate views or opinions in accordance the CSPCP's Vision, Mission, and Goals and the CSPCP Board.
7. Failure to adhere to these communication rules may result in removal from the Committee.

Chair

To be appointed by the CSPCP Board and ideally should be a Board member for ease of bi-directional communication.

Members

Up to 10 (ten) individuals consisting of:

- Between 4 (four) and 8 (eight) CSPCP members in good standing (ideally non-Board members) who have submitted an Application to Participate and have been selected by the Selection Committee of the Board.
- 1 (one) member of the CSPCP Board, to serve as Chair. This is an appointed position with no limit in terms unless the member is no longer serving on the Board.
- The Executive Director of the CSPCP. This is also an appointed position with no limit in terms.

The Selection Committee (Chair and Executive Director) will assign an initial score to the Application to Participate and then select a mix of applicants who represent different geographies, work settings, stage of career, and work types, and who bring a variety of relevant expertise. Sectors can include, but are not limited to, early in practice (including medical student, resident, or first five years of practice), representation from rural and other care settings, Indigenous representation, part-time practice, and other areas.

If fewer than 4 (four) applicants are chosen, it is at the discretion of the Chair and Executive Director whether further members are sought out to meet the minimum number (either directly or through further calls to general membership), or if the Committee disbands, either temporarily or permanently.

Term

November 1, 2019 – November 1, 2021 (two years). No limit on number of terms but all members must reapply.

Reporting Structure

Directly to Board, via the Chair.

Meetings

At group discretion – Likely to be quarterly by teleconference with tasks as needed in between. It is expected that at least 7 out of 10 members be present for meetings and that all Committee members attend 75% of meetings, as per the CSPCP Policies Pertaining to Committees: <https://www.cspcp.ca/wp-content/uploads/2019/10/Policy-Committees-Oct-2019.pdf>

Administrative Support

CSPCP staff will provide:

- Access to a telecon line and/or GoTo meetings
- Help with scheduling meetings
- Help to create a Survey Monkey poll for Committee members (if desired)

The Committee is responsible for its own internal communications (minutes, planning, document writing, etc.)

Deliverables

- Ideas on increasing membership engagement at annual ALPM conferences and throughout the year
- Input to the Board upon request, to support Board decision-making.