



SECTION: Executive
TITLE: EDUCATION DIRECTOR
NUMBER: 6

ORIGINATED: 2020 Terms of Reference
REVISED:
PAGES: 1

PURPOSE

Position description for Executive Members

POLICY

1. The Education Director serves a two (2)-year term commencing in January. The term is renewable.
2. The Education Director is the chapter representative to the IPAC Canada Education Committee.
3. The Education Director attends executive meetings as a voting member
4. In a year when there is no incumbent for this position, it will be assumed by the Past President or the President-elect for that year.
5. The Education Director thanks speakers at chapter meetings and provides a "Thank You" card, with a \$30.00 honorarium enclosed, to the speaker (if appropriate and acceptable).
6. The Education Director explores opportunities for Industry Representatives to provide lunch or a donation for one meeting per year, e.g., the Annual General Meeting.

FUNCTION

1. Organizes and facilitates education sessions.
2. Solicits suggestions from Chapter members to develop future educational sessions at IPAC NL meetings and education days.
3. Provides educational certificates to attendees of educational sessions on request.
4. Informs Chapter members of other educational resources available via IPAC Canada; e.g., Infection Control courses, internet-based learning and annual conferences.
5. Provides current information on the Certification Board of Infection Control (CBIC) and the resources required to write the CIC examination.
6. Communicates with members regarding education funding (scholarship opportunities)
7. Maintains an IPAC NL-issued flash drive containing records pertaining to the position, including all educational events, workshops and conferences.
8. Ensures that flash drives containing education records are passed on to the newly elected incumbent to the position.