

Education Committee – Terms of Reference

Education is the act or process of imparting or acquiring general knowledge, developing the powers of reasoning and judgment, and generally of preparing oneself or others intellectually for mature life, as in a profession.

The mission of the Education Committee is to provided education opportunities to all FSAC members to help them better serve grieving Canadian families and to develop public awareness initiatives to promoting to the general public the value of funeral rituals and services, memorialization and the important role played by funeral professionals.

Membership

- The Committee Chair shall be appointed by the FSAC Board.
- All members of the Committee shall be members in good standing with FSAC.
- There will be four (4) to six (6) members of the Committee with the precise number being at the discretion of the Committee Chairperson.
- Members of Canadian funeral service education programs will be invited to participate in the Education Committee as appropriate.
- Ex Officio Committee Members: President and Executive Director (non-voting)

Terms of Office

- The Chair shall be eligible to sit for three (3) consecutive one (1) year terms.
- The term for all other members is two (2) years, renewable.

Accountability

The committee will take direction regarding projects and activities from the FSAC Board of Directors. The Education Committee members are responsible for the following:

- Promoting FSAC education tools to the membership.
- Evaluating the success of the education opportunities offered by the Association education tools and identifying opportunities for potential non-dues revenue.
- Making recommendations to the Board regarding the need for specific education tools based on the percentage (%) of use.
- Overseeing the National Scholarship program.
- Coordinating with the Academy of Professional Funeral Service Practice (APFSP) on matters relating to the CFSP.

- Evaluating and maintaining the online courses.
- Organizing the education cruise and educational content at the annual convention.
- Coordinating with the provincial regulatory boards to ensure that any current or new education offered by the Association has been approved for continuing education credits/hours.
- Liaising with the funeral service schools on a regular basis to ensure relevance of education content offered by FSAC.
- Developing and maintaining a best practice resource kit.
- Reviewing the committee TORs annually.
- Establishing an annual Committee budget.
- Reporting to the Board at least quarterly or more often as required on committee activities.
- Any other activity as directed by the Board.

Chair of the Education Committee

- The Chair shall be responsible for chairing the meetings, ensuring the meetings move forward efficiently, and for developing quarterly reports on Committee activities for the Board.
- The Chair shall liaise directly with the Board of Directors of FSAC on a regular basis to ensure appropriate planning for strategies and liaison with other committees as may be appropriate from time to time.
- The Chair, or a committee representative appointed by the Chair, shall sit on the FSAC Convention Planning Committee.

Meetings

- The committee will meet annually in-person at the FSAC convention.
- A one-hour teleconference meeting will be held every two months, or more frequently as required.
- Meetings may be held in person, or electronic means such as telephone or videoconference.

Quorum

• Quorum shall be a majority of the membership of the committee.

Governance

- Recommendations and decisions of the Education Committee, to the extent decisions may be rendered, shall be made by consensus.
- Quorum shall be required at meetings where a decision and or recommendation are being made.
- Votes are passed based on the majority of those present.
- All decisions and or recommendations shall be submitted to the FSAC Board of Directors for final approval.

Record – Keeping of Decisions

- The Chair shall ensure that a record of all decisions and recommendations of the Education Committee is maintained.
- The Chair may appoint a recording secretary as appropriate.