



OPA EDUCATION COMMITTEE TERMS OF REFERENCE

Approved March 2018

PURPOSE

The OPA Education Committee's primary purpose is to support the Board of Directors and staff of the Ontario Physiotherapy Association to develop the education programming for OPA's annual conference. The Committee shall also act as a resource on other matters of professional development and education as required.

MEMBERSHIP

The committee shall consist of a minimum of four Association members in good standing in the profession. The composition of the committee should include members who have practiced in either the private and/or public system; membership may also include educators and/or researchers. Each committee member's term of office shall be three years, with eligibility for re-appointment for one term.

The Committee shall be chaired by a member of the OPA staff or a committee member appointed by the Board of Directors. Term of office shall be three years with an opportunity for reappointment for one term. A retiring Chair may recommend a successor to the Board.

The Committee will meet as often as needed to perform duties related the OPA's annual conference and as needed to support activities related to the OPA Professional Development portfolio.

The Committee will receive administrative support from OPA staff.

DUTIES:

1. To investigate, seek out and provide recommendations for development of, continuing education and resources for members.
2. To advise in the development and implementation of the educational program for the Ontario Physiotherapy Association's annual conference.



3. To identify topics, resources and potential speakers, that will contribute to an enriching professional development experience for members.
4. To conduct an annual review of the call for abstracts, and modify as required.
5. To review all submitted abstracts, for quality, content and fit with conference and OPA objectives.
6. To make recommendations on each abstract submission for acceptance, conditional acceptance or rejection from the educational program.
7. To review feedback on educational sessions provided by conference attendees.

REPORTING MECHANISMS

The Committee will report through the CEO to the Board, recognizing the CEO is responsible for reporting to every Board meeting. The Committee will make recommendations at its discretion.

DURATION AND REVIEW OF THE COMMITTEE

This Committee will exist for as long as its mandate is endorsed by the OPA Board of Directors.