

SA Heart[®] Committee's Terms of Reference

Education Committee

The terms of reference for SA Heart[®] Committees are integrally linked to the strategic plan of SA Heart[®]. This is:

The role and purpose of the education committee is as follows:

- To advise the board on matters relating to continuing education within SA Heart[®]. This includes but are not limited to community education, member education and trainee education.
- In addition, the committee undertakes to be involved in education activities, research and travel grant reviews and provide advice regarding urgent matters pertaining to education and training that need to be discussed at board and Stakeholder Committee level.
- To advise the board on matters relating to public service within SA Heart[®]. This includes but are not limited to issues regarding provision of services within the public arena, clear concerns regarding training, education, posts and provision of services within the country and opinion pieces regarding news/events/comments regarding CVD in the country, and in public service.
- To bring together heads of departments within the public service, for quarterly discussions to highlight areas of need to be actioned by the committee.
- To convene at least one annual call with all Heads of Departments of Cardiology, Paediatric Cardiology and Cardiac surgery to discuss matters of mutual interest.
- Issues relating to provision of care or furthering of scientific information in the public service for e.g. Lack of specialized services in a province, or reduction of posts, or inactive/broken cath labs in a public hospital will be referred to this committee for review and comment and action. This committee will also note these matters and bring them to the board and president for final comment/further action on behalf of SA Heart[®].

The education committee's duties and responsibilities are:

- To advise the board on matters relating to continuing education within SA Heart[®]
- To advise regarding urgent matters pertaining to education and training

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that need to be discussed at board and Stakeholder Committee level.

- To advise the board on matters relating to public service issues within the SA Heart® community
- To advise regarding urgent matters pertaining to these issues that need to be discussed at board and Stakeholder Committee level.
- To advise and contribute to public service, education, training and provision issues
- To advise and contribute to community education activities
- To assist with education and trainee education concerns
- To review research and travel grant applications
- To contribute to the scientific program of the national congress within the congress scientific committee
- To contribute to media requests and SA Heart® social media platforms
- Assist with developing educational material for subgroups of SA Heart®
- To advise the board on matters relating to public service issues within the SA Heart® community
- To advise and contribute to public service, education, training and provision issues
- To contribute to the scientific program of the national congress within the congress scientific committee
- To contribute to media requests and SA Heart® social media platforms regarding public service provision, teaching and training issues
- Convening a quarterly meeting with heads of department to discuss pertinent issues, HODs are invited to join this committee however all non-paid-up members will not be able to vote or head-up this committee.

Membership should be constituted as following:

- Members should consist of the following:
 - Full paid-up member of SA Heart®
 - Representative of a Special interest group allocated to this committee
 - Heads of Department of Training institutions
- Members should:
 - Commit to the role within the committee and SA Heart®

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- Abide by the code of conduct adopted by SA Heart[®]

The chair of the committee will be nominated in the following way:

- The chair should be:
 - A voting member of the committee
 - A full paid-up member of SA Heart[®]
 - Appointed/Ratified as Chair by the board. The board has the right to remove or replace the chair of a committee, if she/he is not fulfilling the role as chair or not adhering to the code of conduct of SA Heart.
 - Chairs will rotate and will be appointed for a maximum of two terms

The role of the chair will be:

- To convene meetings of the committee, at minimum 4 per year
- To create a list of deliverables for each committee member including timelines and manage/oversee these
- To create annual reports for the AGM submitted 40 business days before the AGM and to send quarterly minutes to the board for review
- To attend Stakeholder Committee meetings
- To create a budget annually for events and programmes as decided by the committee for activities related to their portfolio and running costs two months in advance of the next financial year for submission to the treasurer and board. Committee members will assist with fundraising for special projects
- To ensure that all members of the committee adhere to the SA Heart[®] code of conduct.
- To create a succession plan within the committee

Frequency of meetings and manner of call

- At least 4 meetings a year
- Meetings should preferably be without cost i.e. can occur using skype or Zoom
- Committee members should be cautioned if more than 2 meetings a year are missed and may be removed from the committee
- A 2/3rds majority of the committee members should be present if a vote is required.

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Resources

- The chair will ensure that the board is aware of any challenges the committee/chair experiences immediately
- SA Heart[®] office can be asked to assist with admin and organization of projects and meetings.
- The committee will utilise .SA Heart[®] social media platforms and SA Heart Journal and website for information dissemination

Reporting

- The committee will report to the board; however, a sub- committee may report to the committee and then to the board.

Date of last review

- November 2020