

TERMS OF REFERENCE

THE SAC AUDIOLOGY EVENT ADVISORY GROUP

Mandate

The primary objective of the Speech-Language & Audiology Canada (SAC) Audiology Event Advisory Group is to work with SAC to develop the education program. The mandate includes providing input on topics, format of the education program and presenters.

Reporting Relationship

The SAC Audiology Event Advisory Group reports to the SAC Manager of Professional Development.

Nomination

The members of the SAC Audiology Event Advisory Group are SAC audiology members and associates selected from a call for volunteers. All members of the Advisory Group must maintain their SAC membership in good standing during their term on the advisory group.

Membership of the Audiology Event Advisory Group

The Audiology Event Advisory Group shall be composed of the following:

- A minimum of five and a maximum of seven SAC audiology members and associates with research and/or clinical experience, one of whom will serve as the Chair:
 - A minimum of one representative from the academic community.
 - A minimum of one student associate.
 - A minimum of one new professional (3-5 years clinical experience).
 - Clinicians.
- The SAC Director of Audiology.
- The SAC Chief Operating Officer.
- The SAC Manager of Professional Development (staff support).

Areas of practice or research and geographic representation will be considered in the selection of the Audiology Event Advisory Group members.

Meetings

The Audiology Event Advisory Group shall meet as required by conference call, communicate through email or any other method deemed adequate/ appropriate by the advisory group and Audiology Event Chair.

Term

- The term for all Audiology Event Advisory Group members, including the Audiology Event Chair, is approximately 6 to 8 months starting in March 2018.
- The Audiology Event Chair must also attend The Event in May 2019.

Compensation

The Audiology Event Chair will receive complimentary registration and some expenses to attend The Event.

Quorum

50% + 1 will constitute quorum.

Decision-making

The Audiology Event Advisory Group is responsible for providing recommendations to the Manager of Professional Development. SAC is responsible for all decision-making and may delegate some decision-making to the Audiology Event Advisory Group as necessary.

Agenda

The Manager of Professional Development, in consultation with the Audiology Event Chair, shall prepare agendas in advance of meetings.

Notes

SAC will act as the secretariat for the meetings of the Audiology Event Advisory Group. Notes shall be prepared by SAC and circulated to the Audiology Event Advisory Group members.