



Terms of Reference

FELLOWSHIP AFFAIRS COMMITTEE

1 Objective

The Fellowship Affairs Committee is responsible for the membership program, including professional development, communication and awards, ensuring that the needs of the membership are met.

2 Responsibilities

Membership Program

- Develop and maintain a formalized membership program.
- Define, and review on an annual basis, benefits available to RCDC members.

Professional Development

- Develop a professional development strategy and process.

Communication

- Develop and maintain a RCDC member communication plan.
- Develop and maintain a feedback mechanism to ensure the membership has a voice.

Awards

- Develop and maintain an awards program, including award policies and criteria.
- Recommend award recipients to the Board of Directors.

3 Membership and Term

The Fellowship Affairs Committee is a standing committee of the Board.

Members

Registrar (Chair)	2 years, renewable by the Board
Board Chair (Ex-officio)	While in office
Board Vice-Chair (Ex-officio)	While in office
At least 1 Director	Renewable yearly
At least 1 Member-at-Large	Renewable yearly



RCDC

THE ROYAL COLLEGE OF DENTISTS
OF CANADA

4 Meeting Procedures

- Schedule:* Quarterly and when called by Chair.
- Format:* In-person, by teleconference or other electronic means.
- Agenda:* Developed by the Chair, with input from members.
- Guests:* The Chair may invite guests to attend meetings as a resource as required.
- Minutes:* Prepared by a minute-taker for review by Chair and approval at next committee meeting; filed at Head Office.
- Reporting:* It is the responsibility of each committee Chair to provide oral and written reports on a quarterly basis to the Board of Directors, and to ensure that all recommendations stemming from the committee are presented to the Board for approval.

5 Decision-making

The committee cannot commit the use of the organization's financial or human resources without prior approval from the Board of Directors

6 Accountability

The Fellowship Affairs Committee will be accountable to the Board through the Chair of the committee.

7 Staff Resource

Director of Operations