

Terms of Reference

FELLOWSHIP AFFAIRS COMMITTEE

1 Objective

The Fellowship Affairs Committee is responsible for the membership program, including professional development, communication, awards, and 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.

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 sub-committee of the Board of Directors.

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 annually
At Least 1 Member-at-Large	Renewable annually

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.
Guest:	The Chair may invite guests to attend meetings as a resource as required.



RCDC

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OF CANADA

Minutes: Prepared by minute-takers for review 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 to 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 Resources

Director of Operations.