



Terms of Reference

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Colleges and Institutes Canada
Collèges et instituts Canada

Canadian Association of Continuing Care Educators (CACCE)

A College and Institutes Affinity Group

STATEMENT OF PURPOSE

The Canadian Association of Continuing Care Educators (CACCE) was formed in 2002 as an affinity group of Colleges and Institutes Canada (CICan). CACCE is a national network of publicly funded post-secondary faculty and leaders responsible for the education of unregulated care providers (UCPs).

Initially, the CACCE statement of purpose involved promoting common core skills/competencies by sharing knowledge and expertise through national and provincial/territorial collaboration. Since then, the association's purpose has expanded to include advocating for the those in the UCP role to be recognized for the value they bring to health care across the country.

MISSION

Through networking and collaboration, the mission of CACCE is to enhance the quality and standardization of education for unregulated personal care providers in Canada.

MANDATE

Responsibilities and Opportunities

1. To inspire collaboration among CACCE and CICan to influence change for UCPs across the country
2. To advocate for the standardization of the UCP title, scope of practice and educational standards in Canada
3. To increase and maintain CACCE membership
4. To encourage sharing of educational resources, promoting best practices in UCP education
5. To advise CICan on current trends in UCP education, the work force, and current trends.
6. To create opportunities for collaboration with CICan, member colleges, and appropriate regional governments responsible for overseeing UCP programs.
7. To inspire and support research related to UCPs across the country.

8. To support the creation and work of provincial/territorial subcommittees with chairs of these groups providing bi-annual reports
9. To organize an annual conference, driven by the needs of the membership, for the purpose of face-to face networking, sharing of best practices, new programs and opportunities, and education sessions from learning experts.
10. Establishing working committee/groups for various issues identified at conferences and meetings.

Resource: CACCE'S STRATEGY 2025 (Reference 1)

Accountability and reporting relationships

The CACCE communicates to the membership, who disseminate the information as needed.

OPERATIONAL STRUCTURE

Membership

All UCP educators from the CiCan database are invited to be members. For general membership there is no term length. In addition, membership will be open to a representative from each of the following:

- CiCan
- Ministry of Health (Federal)

All members are asked to:

- Be active by sharing educational resources, links to news stories, changes in the UCP workforce with CACCE members
- Participate in at least 2 CACCE meetings per year
- Attend CACCE Annual Conference, when time and budget permit
- Participate in provincial/territorial subcommittee meetings
- Join/participate in CACCE committees/working groups
- Inform the CACCE Co-Chair if they leave their UCP educator position and provide name of successor where possible.

An executive team will guide the CACCE, operating like a board with specific terms.

EXECUTIVE

The executive will consist of a chair, co-chair, treasurer, and representatives from each region.

Positions of chair, co-chair and treasurer will be voted on every 2 years by members. These positions may be renewed for a maximum of 6 years.

Representatives are appointed to the executive from within their region/province/territory. The process for selecting a representative is decided within the region/province/territory and may differ from area to area. Names of representatives may be brought forward at the annual general meeting or at other executive meeting times.

Each province/territory is entitled to 2 representatives from member colleges/institutes but may choose to have only one appointed representative at any given time. Where there are two representatives, it is recommended that they be from different colleges/institutes and, if applicable, from different provinces/territories.

Atlantic Provinces: 2 representatives from two different provinces

Ontario: 3 representatives

Manitoba: 2 representatives

Nunavut, NWT, Yukon: 2 representatives from two different territories

Saskatchewan: 2 representatives

Alberta: 2 representatives

British Columbia: 2 representatives

Quebec: 2 representatives

With full representation, the executive will be comprised of 16 members representatives, including the chair, co-chair & treasurer.

Meeting Structure

- An agenda will be circulated prior to each meeting.
- Action items will be monitored for follow up.
- Meetings will follow the agendas, and a request for additional items will be made at the beginning of each meeting.
- Minutes of each meeting will be taken by the co-chair or designate and will be circulated to members via email within 2 weeks.

Review of Terms of Reference

The executive will review these terms of reference every 3 years and approve any revisions. Next revision is due September 2024.

MEMBERSHIP AND DECISION MAKING

The CACCE will strive for consensus and will use voting when there is no clear agreement. When a vote is required, each member institution present will have one vote. All efforts will be taken to ensure quorum where least 50% of the voting members must be present.

Voting can be done by show of hands, secret ballot or by electronic method.

COMMITTEES/WORKING GROUPS

Following is a list of committees and working groups within CACCE*

1. **Provincial/Territorial Subcommittee:** open to members in their respective province/territory.
2. **Advocacy Working Group:** Responsible for raising profile of CACCE and UCPs across the country.
3. **Membership/Resource Committee:** responsible for keeping track of members, ensuring representation from all regions.
4. **National Conference Committee:** Responsible for organizing and planning annual conference to meet needs of members.

*Each committee will have its own Terms of Reference



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REFERENCE 1

CACCE STRATEGY 2025

In addition to the overarching mandate points here are some specific goals the current Chair recommends:

1. To support research on post pandemic UCP workforce, education, programs that deliver different versions of UCP curriculum with detailed report in Fall 2021.
2. To actively participate in discussions at all levels of government related to UCP shortage to begin immediately and to be reported on and documented moving forward.
3. To establish stronger communication/collaboration with CiCan and federal government representatives.
4. To re-establish and support provincial and territorial subcommittees including representatives from each to be part of CACCE Coordinating Committee.
5. To increase CACCE membership by 50% by December 2020
6. To delineate membership of Conference Planning Committee and General Membership by December 2020.
7. To define leadership positions (Chair, Co-chair, Treasurer) with Role and Responsibility document by January 2021.
8. To secure and store in an accessible online platform historical documents related to CACCEs previous work by June 2021.
9. To update CACCE documentation (Terms of Reference, Membership Lists, website) by September 2022.
10. To create a repository of educational materials and resources that can be shared across the CACCE network by September 2021.
11. To invest in virtual conferences that will support CACCE's mandate by April 2021.
12. To establish succession planning for continued success of CACCE as it relates to leadership positions by Fall 2021.
13. To establish award or recognition within the Association for CACCE Educators by September 2022.
14. To actively engage in research that outlines the evolution of the UCP role.



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REFERENCE 2

Roles and Responsibilities of CACCE Executive

Chair:

- sets agenda and dates for executive, member and national conference meetings
- presides at all meetings
- presides as chair for national conference.
- represents CACCE at external meetings
- acts as spokesperson for CACCE
- liaises with CICan
- shares responsibility for CACCE website maintenance with co-chair
- serves as lead for Advocacy working group
- Provides support to all sub-committees

Note: When possible, the immediate past chair will be included as part of the executive for an additional year for support.

Co-Chair:

- takes minutes, or arranges designate, at executive, member, and national conference meetings
- distributes draft minutes to members for approval and revisions
- tracks completion of action items.
- Shares responsibility for CACCE website maintenance with chair
- Serves as lead for membership/resource working group
- maintains CACCE document repository

Treasurer:

- maintains financial records including national conference financials
- Serves as lead for national conference working group

Regional Representatives:

- represent UCP educators in their region by:
 - chairing regional meetings
 - setting up/supporting regional networking and providing updates to the coordinating committee at meetings
- Regional representatives hold a three-year term with the option to renew for an additional term.
- To ensure continuity, three-year terms are staggered so that generally no more than 2 representatives change at a time.

Provincial/territorial representatives on the executive may require support from their employer to participate in regularly scheduled teleconferences and annual educational and general meetings. Additional meetings may also be scheduled as required.