



# CANADIAN FIRE SAFETY ASSOCIATION ASSOCIATION CANADIENNE DE SÉCURITÉ INCENDIE

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## COMMITTEE TERMS OF REFERENCE

### **Annual Education Forum Committee [AEF]**

The **Annual Education Forum Committee** shall, subject to the authorization and approval of the Board of Directors, direct and assist the staff in making the necessary arrangements for the Annual Meeting of the Association and any special meetings that may be called.

The Committee shall also, subject to the authorization and approval of the Board of Directors organize an Educational Forum that shall help the membership have a better understanding of current matters related to fire protection and prevention. The committee is chaired by the 1<sup>st</sup> Vice President, who reports to the Board of Directors. The committee could meet in-person or electronically up to six times per year.

### **Journal Committee**

The **Journal Committee** shall consider matters related to preparation and publishing of the **CFSA News** and promote in the Association. The committee could meet in-person or electronically up to five times per year.

### **Public Education**

The **Public Education Committee** shall assist or recommend means to assist others in the better understanding of matters related to fire protection and prevention. The Committee shall also organize events that shall help the membership have a better understanding of current matters related to fire protection and prevention. This Committee could meet monthly.

### **Public Relations**

The **Public Relations Committee** shall recommend ways and means to promote improved public awareness and understanding of the Association's aims, objectives and activities and obtain the viewpoint of the public on matters of mutual interest. This committee could meet in-person or electronically up to four times per year.

### **Scholarship Committee**

The **Scholarship Committee** shall administer the Association Scholarship Fund and shall consist of a Chair, the Trustees of the Fund and such additional members as the Chair may designate. This Committee could meet in-person or electronically, up to six time per year.

### **Social Media/Communications**

The **Social Media/Communications Committee** shall consider matters related to social media including the Website and promote in the Association. This committee may meet in-person or electronically once per month.