



## Committee Terms of Reference

**Established November 2011**

### Name:

Knowledge Transference Committee

### Members:

- The Committee is made up of a chairperson and up to 5 committee members, one of whom shall be the CDAA Executive Director

Apart from the permanent positions, the membership of this committee is to be staggered with 2 individuals fulfilling a two year mandate and the remaining individuals fulfilling a three year mandate. Individuals expressing an interest in fulfilling a mandate must submit to the Executive Director of CDAA a letter of introduction indicating their preferred mandate duration along with a current resume or biography. The Executive Director will take all applications to the CDAA Board of Directors for consideration.

### Goals:

1. Establish an oral health research and statistical bodies of knowledge library

Materials must be relevant to the practice of dental assisting

(and /or)

Materials must support Corporate Member needs

2. Supervise and solicit contributions to CDAA's knowledge bank
3. Establish a regular review of articles and studies to be given to corporate members

### Deliverables

This committee will have achieved its objective(s) by

1. Providing an efficient transfer of CDAA's CE for Corporate Members
2. Soliciting articles and research for an online platform.





3. Providing supervision over materials submitted
4. Recommending further research.

The committee will be expected to produce reports annually and quarterly as required.

### **Scope / Jurisdiction**

This is a standing committee of CDAA's reporting to the Board of Directors.

### **Guidance from the Board / Lead Group**

The initial responsibility of the committee will be to establish an effective transition of CDAA's Continuing Education program away from its current delivery of courses to dental assistants towards the delivery of a library of knowledge.

### **Resources and Budget**

CDAA BOD will assign resources as needed, annually.

### **Governance**

A clear majority vote (50%+1) will allow decisions to move forward. The committee is a standing committee of CDAA's, reporting to the Board of Directors. The consensus and decisions derived from meetings will be reported to the CDAA Executive Committee and Board of Directors.

### **Additional Notes**

- Meetings will be conducted via phone with occasional email communication occurring.
- Where there is shared information, such as plans and contact information, this information will be stored at CDAA's national office.
- The Committee chair will take responsibility for reporting back to the committee and for communicating back to the CDAA's Board and Executive Committee. The Executive Director will assume information circulation.
- Committee members should ideally have an interest and knowledge in dental assisting education.

