

## SSMLT Bylaws

### SECTION 4 - Education, Marketing, and Development Committee

- (1) The members of the Education, Marketing and Development Committee shall be:
  - (a) three members of Council appointed for three year terms serving as Committee Member during their first year, Vice Chair during their second year and, Committee Chair for their third year;
  - (b) five practicing, non-practicing, or retired members, registered with the Society, with consideration given to geographical representation.
  
- (2) The duties of this Committee shall be:
  - (a) to assess the membership need for continuing education, refresher and upgrading courses and educational workshops and to make recommendations to the Council;
  - (b) to be responsible for setting up lectures, workshops and seminars for the membership;
  - (c) to administer the Wheatland Bounty Scholarship and determine recipients thereof;
  - (d) to determine any special recognition awards and make arrangements therefore;
  - (e) to act in liaison with the Canadian Society for Medical Laboratory Science to determine any national and provincial award winners and to make arrangements for presentations;
  - (f) to advise the Council on occupational health and safety issues;
  - (g) to respond to Government proposals and documents pertaining to occupational health and safety issues;
  - (h) to further the objectives of the Society, to improve public relations and to act in liaison with other health care facilitators to improve the public image of Medical Laboratory Professionals;
  - (i) to provide information, public speakers, printed materials, audio visual material or any other display material required for educational purposes outside of the Society in order to improve the public relations and information available about Medical Laboratory Professions.
  - (j) to prepare articles for publication in publications of the Society or otherwise;
  - (k) to report to the Council and the Annual meeting of the Society.

## **SSMLT Policy Manual**

### **Section 4.9**

#### **Education, Marketing and Development Committee**

The Education, Marketing, and Development Committee Chairperson shall be appointed as outlined in Bylaw VIII, Section 4(1)(a).

- 4.9.1 The Chairperson of the Education, Marketing, and Development Committee shall be responsible for conducting all meetings of the Committee and shall report to the Council and the Annual Meeting on the activities of the Committee.
- 4.9.2 One member of the Education, Marketing, and Development Committee shall represent the SSMLT on the CSMLS Marketing and Communications Committee and shall report to the Council and the Annual Meeting on the activities of the CSMLS Marketing and Communications Committee.
- 4.9.3 One member of the Education, Marketing, and Development Committee shall represent the SSMLT on the CSMLS Professional Development Committee and shall report to the Council and the Annual Meeting on the activities of the CSMLS Professional Development Committee.
- 4.9.4 The members of the Education, Marketing, and Development Committee shall be as outlined in the Bylaws, Bylaw VIII, Section 4(1).
- 4.9.5 The duties of the Education, Marketing, and Development Committee shall be as outlined in the Bylaws, Bylaw VIII, Section 4(2).
- 4.9.6 The Education, Marketing and Development Committee Chairperson submits articles to the newsletter on SSMLT and CSMLS marketing and communication activities.
- 4.9.7 The Education, Marketing and Development Committee Chairperson submits a Proposed Committee Budget to the Council for the coming year.
- 4.9.8 If the assigned person is unable to attend a Council Meeting, the Annual Meeting, or a CSMLS Marketing & Communications Committee Meeting, the Education, Marketing and Development Committee Chairperson may appoint a knowledgeable member of their Committee to attend on their behalf, subject to approval by the President.
- 4.9.9 If the assigned person is unable to attend a Council Meeting, the Annual Meeting, or a CSMLS Professional Development Committee Meeting, the Education, Marketing and Development Committee Chairperson may appoint a knowledgeable member of their Committee to attend on their behalf, subject to approval by the President.
- 4.9.10 The retiring Education, Marketing and Development Committee Chairperson passes all files to the incumbent and whenever possible, meets with the incumbent to facilitate a smooth transition.
- 4.9.11 The Education, Marketing and Development Committee Chairperson's term of office is defined in Bylaw VIII, Section 4(1)(a).
- 4.9.12 The Education, Marketing and Development Committee seeks to improve the public image of medical laboratory technologists and of the profession.
- 4.9.13 The Education, Marketing and Development Committee upon request, obtains materials to be used at career days and other expositions throughout the province.

- 4.9.14 The Education, Marketing and Development Committee assists with the PR Booth at the Fall Conference.
- 4.9.15 The Education, Marketing and Development Committee co-ordinates National Medical Laboratory Week activities and distributes PR material to members as required.
- 4.9.16 The Education, Marketing and Development Committee assesses and meets the needs of the Society for courses, workshops, and other educational endeavours.
- 4.9.17 The Education, Marketing and Development Committee approaches existing teaching institutions for assistance in the presentation of such courses and workshops.
- 4.9.18 The Education, Marketing and Development Committee plans the scientific program for the Wheatland Bounty Seminar.
- 4.9.19 The Education, Marketing and Development Committee in the absence of an Local Conference Committee, plans the scientific program for the Fall Conference.
- 4.9.20 The Education, Marketing and Development Committee publicizes PD programs in the newsletter.
- 4.9.21 The Education, Marketing and Development Committee assists members in organizing local PD programs.
- 4.9.22 The Education, Marketing and Development Committee advises the Council on occupational health and safety issues.
- 4.9.23 The Education, Marketing and Development Committee responds to government proposals and documents dealing with occupational health and safety issues.
- 4.9.24 The Education, Marketing and Development Committee administers the Society Awards and Scholarships.(Wheatland Bounty, Special Recognition, Honorary Membership, Professional Development Grants, Nominations for CSMLS Awards).
- 4.9.25 A copy of the Guidelines for the various scholarships, awards, and grants is included in APPENDIX X.
- 4.9.26 A copy of the Expense Guidelines for Award Winners is included in APPENDIX XI.