

BRUCE PENINSULA HOSPICE INCORPORATED

COMMUNITY EDUCATION COMMITTEE

The Community Education Committee is a group mandated by and responsible to Bruce Peninsula Hospice Inc. All plans and projects require presentation to the Board of Directors for approval before activation.

The Community Education Committee shall consist of:

A member of the Board of Directors and two (2) or more members of Bruce Peninsula Hospice Inc.

The chairperson of the committee will be chosen by the committee members.

The board member on the committee will represent the committee on the Board of Directors.

Persons with specific expertise may be appointed by the board of directors when/ if required

ROLE AND RESPONSIBILITY:

1. To review and update all Bruce Peninsula Hospice information annually
(brochures, media, website info, etc.)
2. To provide ongoing community awareness of Hospice
I.e. Hospital showcase, library, book stores, etc.
3. To publicize Bruce Peninsula Hospice to:
 - Community education events
 - Volunteer recruitment
 - Kiosk at local events & fundraisers
4. To provide Bruce Peninsula Hospice information to:
 - Media
 - Hospitals
 - Nursing Homes
 - Community Agencies
 - Funeral Homes
 - Medical Officers
 - Pastoral Councils
 - Medical Officers
 - Dental Offices
 - Clinics
 - Churches
5. To present a Strategic Plan Update to the Board of Directors monthly and to the committee's board representative, and make the report available by email for record to the office.
6. To make the minutes of each meeting available by email to the office for record keeping, and to the committee's board representative.
7. To assist the Board in producing annual reports and annual plan.
8. To provide the Finance Committee with a proposed plan and annual expense budget sixty days prior to presentation of the Annual Financial Plan.
9. To make all communication information available to the Hospice office for filing after presentation.