

FROM ARTICLE VIII – SUBCOMMITTEES

8.1 Standing Subcommittees

There shall be the following Standing subcommittees:

8.1.1 Executive Officers Subcommittee

Function: To co-ordinate and manage the activities of CPIC between Meetings of the Committee.

Membership: All Executive Officers

Chair: Chair of CPIC

Vice-Chair: Vice-Chair of the CPIC

8.1.2 Budget & Priority Setting Subcommittee

Function: Devise and propose budget and disbursement targets for CPIC based on approved budget from the previous year as well as in-year monitoring. Recommend priorities and budget for CPIC for the next upcoming year by September 30th

Membership: CPIC Chair, Vice-Chair, Treasurer, at least one (1) Parent Member and any other Members of CPIC who wish to serve.

Chair: Vice-Chair of the CPIC

Vice-Chair: Treasurer of the CPIC

8.1.3 Conference & Events Subcommittee

Function: Responsible for the planning and execution of any Committee-planned events such as: workshops, forums and/or conferences. This will include recommending themes, topics, workshops and/or speakers that support the Committee's objectives. Ensures consistency of CPIC representation, registration activities and post-event surveys for all Committee sponsored events. Acts as an oversight, to ensure uniformity, on any ad-hoc event(s) special Subcommittees.

Membership: CPIC Chair, Events Coordinator and at least two (2) other members from the Committee who wish to serve.

Chair: Events Coordinator

Vice-Chair: To be determined by the Subcommittee

8.1.4 Communications & Parent Resource Subcommittee

Function: Responsible for curating and cycling content on CPIC digital channels and updating CPIC's resource and materials roster. Ensuring coordination of social media channels with respect to notices and materials related to planned CPIC functions.

Membership: CPIC Chair, Secretary, Digital Coordinator and any other Members of the CPIC who wish to serve.

Chair: Digital Coordinator

Vice-Chair Secretary

8.2 Special Subcommittees

8.2.1 From time to time the CPIC may create as many additional Special Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.

8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.

8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Operating Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.

8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Operating Year.