

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference  
Medical Advisory Committee

**Authority:**

This committee is accountable to the NBHPCA Board and is governed by the by-laws of the NBHPCA and its Board of Directors.

**Purpose:**

The Medical Advisory Committee is responsible for reviewing hospice palliative care medical issues in New Brunswick and in Canada and other medical issues as may be deemed by the Board/Executive (Bylaws 13.4).

**Function:**

To review medical issues related to palliative care as they arise and determine what actions, if any, need to be taken by the Board.

**Membership:**

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)). This Committee shall comprise the Past President, at least two other board members as well as others by invitation. The Chair will be the responsibility of the Past President.

**Meetings:**

Meetings will be ad hoc.  
An agenda will be distributed prior to each meeting.  
Minutes will be kept of all meetings (by the Administrative Assistant) and distributed within 10 days after the last meeting.  
A report of the meeting will be presented at the next Board meeting

**Quorum:**

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

