



## **Quality Forum 2022 Steering Committee**

### *Terms of Reference*

#### **1. BACKGROUND**

The Quality Forum is an annual event hosted by the BC Patient Safety & Quality Council that attracts more than 1,200 participants working across the continuum of care from communities through British Columbia. By bringing together patient partners, clinicians, policy and decision makers, senior executive team and board members, quality improvement leaders, researchers and students, we create an opportunity to share knowledge and advance new ideas to improve care across our province.

The Quality Forum 2022 Steering Committee will work toward the successful planning and execution of this year's event, which is scheduled to take place March 1–3, 2022 in Vancouver. This includes pre-Forum session(s), Health Talks and the main two days of programming.

#### **2. ROLE OF THE QUALITY FORUM 2022 STEERING COMMITTEE**

The Quality Forum 2022 Steering Committee will serve in an advisory capacity to support the delivery of the Quality Forum events. Key decisions related to the program content, flow, speaker selection and event logistics will be made by this committee. Specific roles of the committee include:

- Shaping the objectives of the Forum, program of events, sessions and activities;
- Assisting in identifying and mitigating risks;
- Ensuring the Forum is aligned with provincial and organizational strategy;
- Providing advice and guidance on resolving strategic level issues;
- Promoting the event, including sharing back relevant information within individuals' organizations; and
- Providing feedback on the event after completion.

#### **3. COMPOSITION OF THE QUALITY FORUM STEERING COMMITTEE**

The Quality Forum 2022 Steering Committee will be composed of diverse individuals – representing multiple sectors, viewpoints and professions – including all health authorities, the Ministry of Health, professional associations, professional colleges and patient partners. Up to 25 people will sit on this committee.

BC Patient Safety & Quality Council staff will serve as secretariat support in addition to being members of the Steering Committee. Meetings will be chaired by members of this five-person secretariat team.

#### **4. RESPONSIBILITIES OF SECRETARIAT**

The responsibilities of the Secretariat are to set the agenda for each Steering Committee meeting and execute relevant decisions and action items.

#### **5. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS**

The responsibilities of individual Steering Committee members are to actively participate in meetings and other correspondence, as well as serve as ambassadors of the event and support the Forum's overall success.

Steering Committee members are also expected to attend the Quality Forum in Vancouver from March 1–3, 2022.

#### **6. FREQUENCY OF MEETINGS**

Steering Committee meetings will be scheduled monthly between May 2021 and April 2022. Meetings will be held via Zoom and typically be scheduled for about an hour, with one longer initial meeting in June 2021.

#### **7. COMPENSATION**

The BC Patient Safety & Quality Council will offer complimentary registration to all events for Steering Committee members and will cover all related travel and accommodation costs in accordance with the BC Patient Safety & Quality Council travel expense policy.