

Terms of Reference for Non-Legislated Committees of SCRT Document

Committee Name: **Continuing Education Committee (CEC)**

Authority: *The Respiratory Therapists Act 2009 section 13(1) states; the council may establish any committees that are provided for by the bylaws or that it considers necessary.*

Date Approved:

Date Revised:

1. Purpose/ Responsibilities

The Continuing Education Committee will;

- Provide support to the college and council by; advising, making recommendations, suggesting possible options, identifying potential implications of decisions and, proposing possible resolutions after research, that pertain to matters of the mandated continuing education requirement, for council's consideration when requested or, as deemed necessary by the committee.
- Review Continuing Education audit submissions from full practice licensed members as per the mandatory continuing education requirements as detailed in *The Act*, Regulatory Bylaws, and applicable policy and, report findings as necessary to the PCC.
- Assist the ED/Registrar in determining what credits are considered appropriate to meet the requirement.
- Participate in ensuring all correspondence is sent in a timely manner.
- Research and provide education information and/or educational opportunities to members through the website.
- Review, develop, and update the CE policy and associated documents annually for clarity, ensuring they are transparent, objective, impartial, and fair for council's consideration and approval.
- Ensure the confidentiality and secure handling of all information and files surrounding its work.

2. Membership

- The committee will consist of 3-5 members.
- It is the responsibility of council to identify, recruit, and select replacement members.
- Full geographical representation of the province shall be considered whenever possible, when assigning members.
- The majority of the committee shall be practicing RTs in good standing with the college.
- Other members of the committee may be; a public representative from council (if deemed necessary by council), other public representative with expertise as approved by council, or other member of council.
- Core membership will be reviewed annually; maximum planned turnover should not exceed 40%.
- Term of appointment to the committee will be 3 years, normally commencing with a January appointment (post review of volunteer forms submitted at the AGM);
 - The terms will be staggered to ensure continuity of membership;

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- A member may be appointed twice to the same committee for successive terms; and
- The decision to renew a member or, appoint a new member, will always be made to ensure optimal functioning of the committee.
- New members will be sought from the college's volunteer pool based on their experience with committee work, as well as their understanding of governance, bylaws, and *The Act* associated with the SCRT.
- The committee may request or, council may assign a member from council, as an ad-hoc committee member to assist with the committee's work when the need is identified.
- Where regular attendance and participation on a reliable basis is not maintained by a member, *Administrative Bylaw 31(5)* provides a means for removal of committee members by council.
- The president of the college is ex-officio, non-voting member.

3. Organization

a. Chairperson:

- Committee members shall nominate a member for the chair position for council's approval.
- Chair responsibilities;
 - Ensure the business of the committee is conducted with processes consistent with the SCRT and its values.
 - Ensure new committee members receive an orientation and training, with assistance of ED/Registrar.
 - The chair may serve their full 3-year term as chair or, the committee may suggest a regular replacement model.
 - When outgoing, will canvas other members for the chair position and, ensure an orientation is given to the incoming chair, once they have been approved by council.
 - Ensure agendas and minutes are prepared and taken for all meetings, meeting minutes are circulated to members after each meeting (to ensure accuracy) and subsequently filed with the college, with the assistance of college staff if required.
 - Provide reports for council meetings when requested, summarizing meeting minutes and any other business of the committee.
 - Provide an annual report to the college, summarizing the committee's business for the year.
 - Link with ED/Registrar/staff and council for all communications to/from the committee.

b. Meetings

- Meetings will be held at least twice a year;
 - One to complete necessary administrative work and provide education to members with assistance of ED/Registrar; and
 - One to prepare the submission for the Annual Report to the Ministry or, more often, in order to fulfill its terms of reference, ensuring the work outlined in the points above is completed.

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- Chair should endeavour to ensure at least one meeting annually has all members in attendance, either in person or via teleconference.
- Meetings and committee business may be conducted in person, via teleconference, or by electronic communication. (electronic meetings must record participants).
- Quorum: as per *Administrative Bylaw 31(4)*
- Members are expected to; attend all meetings, unless an excused absence is approved in advance and, to ensure confirmation or regrets are submitted in a timely manner.
- Meetings may be cancelled/rescheduled at the direction of the chair.

4. Budget/ Resources

- Expenses of committee members to participate in meetings will be reimbursed according to *Governance Policy (GP-5)*.
- The committee may be supplemented on an ad-hoc basis by others with needed expertise as required and approved by council to;
 - Explain the impact of a proposal;
 - Identify any legal implications for the organization of a proposed idea; or
 - To assist with research of an issue, etc.
 - However, there are no funds available for honoraria or expenses for those invited unless, previously requested and approved by council.

5. Other

- The committee will perform any other duties as council may assign from time to time.
- These terms of reference may be amended by way of a majority vote of quorum of the committee for submission to and final approval by council.
- The committee will review its own terms of reference every 2 years for submission to council.