



PAST CHAIRS ADVISORY COMMITTEE

Background

- The Board has established the Past Chairs Advisory Committee

Authority

- Health Professions Act (HPA) s. 19(1)(t); HPA Bylaws s. 19.

Mandate

- To provide advice and historical context on various issues at the request of the current board.

Authority & Limitations

- The Past Chairs' Committee has no authority, nor is the current board under any obligation to follow the committee's advice. Committee members are not authorized to speak for the board.

Reporting relationship

- The committee as a whole reports through the chair to the Board. The committee must submit a report of its activities to the Board annually, or as required by the Board.

Membership

- Membership is limited to those who have previously served on the board as Chair and are willing to serve in a continued advisory capacity.
- A minimum of 3 members will constitute the committee.

Term of appointment

- Appointments are determined by the Board and will not exceed 3 years. Appointees are eligible for reappointment by the Board but may not serve more than 6 consecutive years.
- Any committee member may resign upon written notification to the registrar. Committee members who are absent for more than three consecutive committee meetings forfeit membership on the committee. The chair has the discretion to approve, in advance, an extended absence of any committee member.

Committee officers

- Board appoints a committee chair and vice-chair from among the members of the committee.

Voting rights

- Each committee member is entitled to one vote on all matters coming before the committee.



Meeting procedures

- Schedule:* The Past Chairs' Committee will meet at the call of the current Committee Chair, in response to a request of the board as a whole.
- Format:* In person, by teleconference or by videoconference.
- Agenda:* Developed by College staff and the Board Chair in consultation with the committee chair with input from board members.
- Attendees:* Only Past Chair Committee members and College staff are entitled to attend committee meetings, with the exception of invited guests.
- Quorum:* A majority of the committee.
- Minutes:* Drafted by College staff for review and approval at next committee meeting; filed at the College office.
- Secretariat Support:* Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.

Conflict-of-interest disclosure

Members must declare conflicts of interest prior to the discussion of issues or at any time a conflict of interest or potential conflict of interest arises.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting, or put the decision to the committee on whether they should absent themselves.

Confidentiality

Each committee member must sign a confidentiality agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

Remuneration

Committee members may claim honoraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.

Amendment to terms of reference

The Board may amend committee terms of reference at any time and from time to time. The Board will re-evaluate the need for the committee on an annual basis.