

## APPEAL COMMITTEE

### **TERMS OF REFERENCE**

#### **AUTHORITY**

The Appeal Committee was established by the Council of the New Brunswick Association of Occupational Therapists, effective 01February 1989. The Council appoints the Appeal Committee members, and names one Committee member to be Chairperson

#### **COMPOSITION**

The Appeal Committee consists of not less than three members of the New Brunswick Association of Occupational Therapists who are occupational therapists who do not hold office on Council, but who have previously served as Council members.

#### **PROCEDURES**

1. The Appeal Committee members and the Chairperson are appointed for a two-year term of office.
2. The Appeal Committee will meet annually, or as required. One Committee member, other than the Chairperson, will be appointed Secretary.
3. The Secretary will keep minutes of each meeting, submit an annual report to Council, and supply written copies of the decision of the Appeal Committee to the appealing party, the Registrar, and to the Registration or Discipline Committees if appropriate

#### **QUORUM**

Three persons will constitute a quorum.

#### **PURPOSE**

The purpose of the Appeal Committee is to respond to a party's appeal of a decision previously made by the Discipline or Registration Committee. In pursuit of this objective, the Appeal Committee will:

- a) Receive written notice of appeal.
- b) Ensure that all records of appeal (i.e., existing exhibits, orders, and other documents evidencing the decision being appealed) are received from the Registrar.
- c) Accept further evidence by granting special leave if evidence was not previously available.
- d) Provide written notice of a hearing or review to the appealing party, including time, date, place and purpose.
- e) Hear the evidence or argument.
- f) Make a decision regarding the appeal, which might include confirming or varying a previous decision, referring matter back to appropriate committee, or making such order as deemed appropriate.
- g) Provide written decision of the Appeal Committee to the appealing party, the Registrar, and the Discipline or Registration Committees.
- h) Provide the Registrar with all pertinent written records, decisions, transcripts, evidence or exhibits if the findings of the Appeal Committee are appealed to The Court of Queen's Bench of New Brunswick.

#### **REFERENCES**

An Act Respecting the New Brunswick Association of Occupational Therapists

## ARCHIVES COMMITTEE

### TERMS OF REFERENCE

#### **AUTHORITY**

The Archives Committee was established in 1993 at the request of Council.  
The Committee reports to the Council through a designated liaison.

#### **COMPOSITION**

A Chair and 3 to 5 members are volunteers from the membership.  
No term of commitment is required.

#### **PROCEDURES**

1. The Committee meets 3 to 5 times yearly as needed.
2. The Committee keeps a record of meetings (time, date, members present, goals and achievements of each meeting).
3. After the Annual General Meeting, the Past President passes the following documents from the previous term (Oct.-Sept) to the Chair of the Archives Committee:
  - a. NBAOT Council and Executive meeting minutes
  - b. Relevant communications
  - c. Committee reports Complete set of AGM reports
  - d. Any other relevant documentation directly related to the business of NBAOT of the previous year.
4. The Committee encourages contributions of historical interest from all NBAOT membership. The Chair is responsible for maintaining the documents in an appropriate location.

#### **PURPOSE**

The Archives committee is to preserve the history of the Association by:

1. Collecting and collating documentation specific to NBAOT including photographs, artifacts and media reports;
2. Cataloging the available resources and making the catalogue available to the membership yearly;
3. Making information available as required for reference purposes;
4. Presenting historical facts to the membership at NBAOT events.

## AWARDS COMMITTEE

### TERMS OF REFERENCE

#### **AUTHORITY**

The Awards Committee was established in November 1991 as a standing committee within the New Brunswick Association of Occupational Therapists.

#### **COMPOSITION**

The Awards Committee is composed of four members. All committee members must be registered with NBAOT.

Members shall serve a one year term. Reappointment after term completion is possible up to three years. A Chairperson, and secretary are appointed by the committee members. The Chairman of the committee may appoint ad hoc members as required.

#### **PROCEDURES**

The Awards Committee will be held at least twice a year and more often if necessary. Three members must be present to hold a meeting. Minutes of the meeting will be circulated to all committee members as soon as possible following a meeting.

#### **PURPOSE**

The purpose of the Awards Committee is to develop and promote awards that are available to the membership.

#### **MANDATE**

To develop criteria for the awards of the Association; to be responsible for the selection process for award recipients; to centralize information on awards that are available to the members and to make this information accessible to members.

## COMPLAINTS COMMITTEE

### **TERMS OF REFERENCE**

#### **AUTHORITY**

The Complaints Committee is a Statutory Committee within the New Brunswick Association of Occupational Therapists and was entrenched in the Act Respecting the New Brunswick Association of Occupational Therapists passed in the New Brunswick Legislature on 08 December 1988.

#### **COMPOSITION**

The Complaints Committee shall not have less than three members. One member shall be a representative of the public or government and shall not be an occupational therapist or former occupational therapist. The other members shall be occupational therapists who do not hold office on Council (Act, Part X, 17(1) and are not members of any other statutory Committee).

#### **PROCEDURES**

The Council shall appoint the members of the Complaints Committee and one occupational therapy member to be Chairperson of this committee. The Complaints Committee members and the Chairperson are appointed for a two-year term of office. Minutes will be recorded by a Committee member.

#### **QUORUM**

A majority of committee members are required to call a meeting to order.

#### **DECISION MAKING**

To participate in the decision making of the committee the member must have been present at the meetings where the complaint was discussed. Decisions rendered will reflect agreement among all participating members.

#### **NUMBER OF MEETINGS**

Meetings will be called as matters requiring attention arise. The chairperson will contact all committee members not less than two weeks before the scheduled date of the meeting. The committee will submit a written report of matters dealt with to Council every six months.

#### **PURPOSE**

The Complaints Committee shall consider and investigate complaints made by members of the public or members of the Association regarding the conduct or actions of any member of the Association. The Committee can only act on written complaints directed to it by the Registrar and signed by the complainant and must notify the member whose conduct or actions are being investigated and give them at least two weeks in which to submit in writing to the Complaints Committee any explanations or representations the member may wish to make concerning the complaint.

#### **REFERENCES**

An Act Respecting the New Brunswick Association of Occupational Therapists Part X.  
By-Laws of the New Brunswick Association of Occupational Therapists Article XI.  
Policy Regarding Complaints Against a Member of the NBAOT.

## CONTINUING EDUCATION COMMITTEE

### **TERMS OF REFERENCE**

#### **AUTHORITY**

The NBAOT Continuing Education Committee was formed by the NBAOT Council on 15 March 1991. The Continuing Education Committee is empowered by NBAOT Council to coordinate and respond to the continuing education needs of the NBAOT membership. The committee is a standing committee within NBAOT.

#### **COMPOSITION**

The Continuing Education Committee shall be composed of eleven members. Committee members shall serve a two year term. The NBAOT council treasurer and three members-at-large shall sit on the committee along with seven members with representation from the following areas of work to provide a varied group to represent the NBAOT membership as a whole.

- 1) Community, district, and general hospitals
- 2) Regional hospitals
- 3) Community Services
- 4) Rehabilitation Centers
- 5) Department heads/administration
- 6) Mental health commission
- 7) Private practice/consulting

All members shall be registered with NBAOT.

#### **PROCEDURES**

The Continuing Education Committee reports directly to the Executive Council. Meetings will be held 4 times per year or as needed. At least two of the meetings being held in a location. Other meetings may be held by teleconference.

The Chairperson of the Continuing Education Committee is elected from and by the Continuing Education Committee members, the term will be for two years and is renewable, for one additional term.

The Secretary/Treasurer of the Continuing Education Committee is elected from and by the Continuing Education Committee members, the term will be for two years and is renewable for one additional term.

Should a member resign from the CEC prior to the completion of their term, the committee may appoint a NBAOT member to take their place for the remainder of the term.

Working groups will be established as necessary to fulfill purposes, e.g., 4 - 5 trust fund trustees elected.

Perry's Rules of Order to be followed at Continuing Education Committee meetings.

Minutes will be distributed within one month after each meeting. Copies are to go to Continuing Education Committee members and council.

Agenda to be received one week prior to a meeting

Notice of Meetings is to be given two weeks in advance of a meeting.

**QUORUM**

Six (6) members shall constitute a quorum.

**PURPOSE**

- 1) To monitor the Training Trust Fund
- 2) To monitor the education needs and requests of the NBAOT membership
- 3) To coordinate NBAOT sponsored educational events
- 4) To investigate a crediting system for continuing education programs, courses, workshops etc.

Revised 19.12.94

## DISCIPLINE COMMITTEE

### **TERMS OF REFERENCE**

#### **AUTHORITY**

The Discipline Committee was established with the passing of the Occupational Therapy Act in December 1988. 2-year term for members - longer if required to deal with specific issue.

#### **COMPOSITION**

The Discipline Committee is comprised of at least three members, one of whom is a representative of the public or government and is not presently or formerly an occupational therapist. The other members are occupational therapists who are not presently holding office on Council.

#### **RECOMMENDATIONS**

To more accurately assess alleged misconduct or incompetence the committee would benefit from being five members with a variety of years experience and elinical specialties. A minimum of one year's experience would be expected.

#### **PROCEDURES**

The Discipline Committee members and Chairperson are appointed for a two-year term of office. The Council shall appoint one committee member to be the Chairperson of this committee. Minutes will be taken by a committee member.

#### **QUORUM**

At least three committee members are required to call a meeting to order

#### **DECISION MAKING**

To participate in the decision making of the committee the member must have been present throughout the hearing and heard the evidence and arguments brought forth by the parties concerned. Decisions rendered will reflect agreement among all participating members.

#### **NUMBER OF MEETINGS**

Meetings will be called as matters requiring attention arise. The chairperson will contact all committee members not less than two weeks before the scheduled date of meeting. The committee will submit a written report of matters dealt with to Council every six months.

#### **PURPOSE**

The role of the Discipline Committee is to hold hearings as directed by the Council or Complaints Committee to assess alleged professional misconduct or incompetence as defined by the Act and to impose appropriate penalties. This Committee will ensure a minimum standard of professional competence and protection of the public

#### **REFERENCE**

An Act respecting the New Brunswick Association of Occupational Therapists Part XI. By-Laws of the New Brunswick Association of Occupational Therapists Article XII.

## PROFESSIONAL DEVELOPMENT COMMITTEE

### TERMS OF REFERENCE

#### **AUTHORITY**

Mandate: To coordinate and respond to the professional development needs of the NBAOT membership.

#### **COMPOSITION**

Seven members as follows, to be appointed/nominated by Council at AGM for terms not less than 2 years:

- 2 co-chairs
- 2 members of council (president-elect to sit as regular committee member, treasurer as consulting member when financial input is required)
- 3 regional reps

In the event that a position becomes vacant, the committee will appoint an individual from the appropriate region to fill the vacant position until the next AGM.

#### **PROCEDURES**

Meetings to be held at a frequency at which to allow efficient and effective implementation of committee's mandate.

1. Meetings to be held by teleconference or in person, when feasible.
2. A recording secretary will be appointed at each meeting and will be responsible for keeping minutes for that meeting, preparing the agenda for the next scheduled meeting and distributing both prior to the next meeting.
3. Minutes will be distributed in a timely fashion after each meeting and a copy sent to the NBAOT council president-elect.
4. Perry's Rules of Order to be followed at meetings.
5. An annual education plan will be developed by the committee at the first meeting after the AGM, and will include a tentative meeting schedule.

Working groups will be established as necessary, to complete the work involve with planning educational events.

#### **PURPOSE**

To monitor the professional development needs of the NBAOT membership and to plan and coordinate NBAOT-sponsored educational events on an annual basis.



## REGISTRATION COMMITTEE

### **TERMS OF REFERENCE**

#### **AUTHORITY**

The Registration Committee is a Statutory Committee within the New Brunswick Association of Occupational Therapists. As indicated in New Brunswick Association of Occupational Therapists Act; the Registration Committee shall submit a written report every six months to the Council containing a summary of the applications of membership in the Association referred to it by the Registrar. (16.d., NBAOT Act)

#### **COMPOSITION**

The Registration Committee shall consist of not less than three members who are Occupational Therapists who do not hold office on Council. One person will be elected by the Committee to act as Chairperson.

#### **PROCEDURES**

The Registration Committee members and the Chairperson are appointed for a two-year term of office. The Chairperson will be responsible for scheduling meetings of the Committee. Frequency of meetings will be a minimum of 6 per year. Secretary of the Committee will be appointed at the beginning of each meeting.

#### **QUORUM**

A quorum will exist if two of the three committee members are present at the meeting. If an issue does not receive a majority vote then it shall be tabled and carried to the next meeting.

#### **PURPOSE**

The Registration Committee's purpose is clearly outlined in the Act under Part IX, Registration Committee, 16 (1) through 16 (6).

#### **REFERENCES**

An Act Respecting the New Brunswick Association of Occupational Therapists Part IX.  
By-Laws of the New Brunswick Association of Occupational Therapists Article IX.