

## Regional Council

### **Generic Terms of Reference**

September, 2012

#### **Purpose**

To provide leadership and ensure professional autonomy and accountability through the operationalization of the professional practice model.

#### **Accountability**

The Council is accountable to the *members of the profession* within Eastern Health and to the Director, Allied Health Professional Practice.

#### **Functions**

1. To develop, implement and evaluate structures to support the components of the Professional Practice Model.
2. To provide leadership in developing a professional practice culture.
3. To maintain and promote the identity of the profession through Council functions.
4. To act as an advisory body to inform and support the development of the profession within the organization.
5. To develop a committee structure with approved Terms of Reference to address specific needs of the council.
6. To promote and support evidence-informed practice within the profession.
7. To develop and oversee the implementation of the Operational Plan for the profession.
8. To coordinate regional professional practice initiatives in the profession.
9. To ensure a process to review and resolve professional issues and communicate outcomes to stakeholders.
10. To provide a forum for discussion and support of innovative professional practice ideas and initiatives.
11. To approve professional practice policies for the profession across the organization.

## **Membership**

- *Terms of office*
- *How members get on council(elections, appointment, etc)*
- *Representation on council (regional versus by practice group, for e.g.)*
- *Roles of the chair*
- *Roles of council members*
- *Statement that “Members may be added at the discretion of the council”*

## **Communications**

The Council will ensure open and timely communication with the members of the profession through distribution of minutes and active representation across the region. Adopted minutes of Council meetings will be accessible to all employees of Eastern Health.

Other items will vary with the profession, but suggested items include:

- Internal linkages to programs, Allied Health Professional Practice Committee
- External linkages to educational institutions, professional associations
- How communication will happen between the council and the members of the profession
- How minutes will be accessed

## **Meetings**

The Regional Council will meet a minimum of 5 times per year, with a minimum of one face-to-face meeting annually. A quorum is required, which is 50% +1. Representatives on the Council will have alternates named. Will vary with the profession. Suggested items include:

- Frequency
- Quorum of 50% + 1 or as determined by council
- Member alternates

# COUNCIL ROLES

## **MEMBERSHIP:**

The Council membership is open to all registered employees of the profession in Eastern Health.

## **RESPONSIBILITIES OF COUNCIL MEMBERS:**

### **CHAIRPERSON:**

The Chair (or co-chairs) shall be selected from the Council representatives and shall serve as Chair no longer than a two-year period or one term of office. Responsibilities Chairs are as follows:

- convene and facilitate meetings by development and distribution of agendas;
- advising members of meetings, dates, times, locations, etc.;
- facilitate consensus decision making to resolve issues;
- At the change of the chair the out-going Chair will transfer all Council documents to the next chair within one month of termination of the chair position;

### **PPC:**

- responsible to design and implement a financial accountability process in keeping with the Councils' standards:
  - maintain an updated record of the credits and debits of the Councils Funds;
  - provide quarterly updates advising the Council as to its current status for the fiscal year;
- maintain and secure all Council documentation related to the business of the Council on an annual basis, including original minutes, Council correspondence, annual reports, etc.
- respond to correspondence received on behalf of the Council;
- maintain the responsibility of posting and/or communicating all adopted Council minutes to all members of the profession in their respective programs/practice areas/sites.

## **COUNCIL REPRESENTATIVES:**

- represent program/practice areas/group interests and present issues of the discipline to Council for consideration;
- facilitate communication between the Council and program/area of practice which is represented;
- establish regular mechanisms for the communication of information within program and practice areas;
- attend all meetings and when attendance is not possible, in advance of the meeting, make efforts to inform the Chair(s) of the absence

- advise of termination of responsibilities as early as possible and actively recruit and prepare designates or potential new members for the responsibilities of council membership.

### **SECRETARY/MINUTE TAKER:**

This position will be filled on an alphabetical rotational basis or by mutual agreement; one person may assume this responsibility for a specified Term of Office.

### **Responsibilities of the Secretary are as follows:**

- record and distribute to members, minutes of regular and special meetings prior to the next scheduled meeting;
- provide notice of next meeting in minutes
- if a term commitment, advise of termination of responsibilities as early as possible and actively recruit and prepare designate or new council member for the responsibilities of the position.

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