



POLICY AND PROCEDURE

Administration
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**TOPIC: DEPARTMENT OF PHYSICAL THERAPY STUDENT REPRESENTATION
ON CPM COUNCIL**

PURPOSE:

Students from the professional academic program of the Department of Physical Therapy, School of Medical Rehabilitation will be invited to attend CPM Council meetings on a regular basis. The purpose of this action is to create an interest in the activities of the College of Physiotherapists of Manitoba as well as facilitate leadership capacity building by involving student physiotherapists at an early stage of their professional development.

CRITERIA:

Year 2 and 3 physiotherapy students will be invited to attend CPM Council meetings. A selection process will be involved in order that a maximum of three students will be selected to participate. The selected students will be asked to make a commitment to attend Council meetings every month from September until June of each year. Ideally, the term of office is for two years. Therefore second year students who are selected would join Council for a two year term, completing their term at the end of their program.

PROCESS:

Students will be asked to submit a letter of interest to the Head of the Department of Physical Therapy, School of Medical Rehabilitation no later than June 1 of each year. At a minimum, the letter of interest should include information that demonstrates the student's:

- Maturity (demonstrated interest in learning about CPM and willingness to participate in Council discussions)
- Membership in good standing with the College
- Responsibility by having renewed their student registration within the time frame stated by the College of Physiotherapists of Manitoba
- Commitment to attend at least 60 % of the regularly scheduled Council meetings and to participate for a two year term.

Should there be more than 3 students who are interested in this opportunity; the Head of the Department of Physical Therapy (SMR) will determine the appropriate selection process for these positions.

RESPONSIBILITIES:

The students will be non-voting Council members who will be encouraged to participate in Council discussion and activities. Their role in the physiotherapy community is to advocate for the College of Physiotherapists of Manitoba's mission, vision and strategic plan activities. A large amount of information discussed at Council meetings is considered confidential. The student representatives will be asked to sign the Council members' confidentiality form. From time to time, there may be discussion of items that will require in-camera discussion for the voting Council members; student members may be excused from that part of the meeting.

Student members to Council are expected to attend each physiotherapy student group in March of each year to promote interest in the student Council positions and invite students to attend the Annual General Meeting of the College. The student Council members may discuss non-confidential topics or issues with fellow students. If the student is unsure of the confidential nature of an issue, the student should discuss the issue with the Registrar or other Council member first.

LENGTH OF TERM:

Minimum of 1 year with the opportunity to stand in this position for a maximum of 2 years.

HONORARIUM:

An honorarium of \$200.00 will be provided to each student who has attended a minimum of 60% of the meetings from September to June of each year. The honorariums are distributed in May or June of each year.

CALENDAR OF ACTIVITIES:

New students to Council will be provided with an orientation to the College. The orientation will highlight the purpose and activities of the College, and other relevant facts. The student will be asked to sign a confidentiality agreement form. The orientation will be scheduled at a mutually convenient time for all parties involved. Council meetings are scheduled in advance and take place at the College offices at 211-675 Pembina Highway. The meetings are scheduled from 4 p.m. until 8 p.m. usually once a month between September and June of each year. The meetings follow an agenda and are usually comprised of reports on activities, issues for discussion and decision making and often there is an educational component. The day of the week that the meetings take place is usually decided after the Annual General Meeting and is determined on the availability of everyone attending the meetings.

The Annual General Meeting occurs in April of each year. All students are invited to attend but there is an expectation that the Student members on Council will participate in the meeting as well as promote the attendance of other students.