



POLICY & PROCEDURE

Administrative
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TOPIC: RESPONSIBILITY OF COLLEGE OFFICERS

General Duties and Responsibilities:

Council meetings are held once a month from September to June and more frequently if required. Meetings may also be held in July and August if necessary. The day of the week for Council meetings is determined with the mutual consent of all Council members. The schedule is decided early after the Annual General Meeting and circulated to Council members. It is expected that Council members will attend these meetings unless something unforeseen occurs. In the event that a Council member cannot attend, it is expected that they will contact the CPM office as soon as possible to indicate their absence. Council members should come prepared for the meeting and discussion by reviewing pre-circulated material. If a Council member will be absent, a brief report should be provided to the Registrar verbally or in writing, of any activity that the Council member needs to report on at the meeting.

Council members may be asked to work independently or with other members on special projects or on committees. Council members also have the opportunity to represent the College on School of Medical Rehabilitation Committees or committees of the Canadian Alliance of Physiotherapy Regulators.

According to the By-laws of the College (Article VI part II), the Council may by a majority, remove a Council member if:

- a) he/she consistently fails or refuses to perform the duties assigned to him/her by the chair or co-chair of the Council;
- b) he/she consistently fails or refuses to adhere to *The Physiotherapists Act*, regulations, by-laws or code of ethics;
- c) he/she is absent from more than 3 meetings of the Council between Annual General Meetings;
- d) his/her membership is allowed to lapse, is suspended or revoked.

To facilitate efficiency of Council meetings, all reports are to be pre-circulated to Council members 10 days prior to each Council meeting. This shall include the Registrar/ Executive Director's report, as well as reports from any ad hoc or standing committee as well as the agenda.

Specific Duties and Responsibilities:**The Chair or Co-Chairs:**

- a) call meetings of the Council and general membership, prepare the agenda and preside at all meetings of the College and Council and ensure that business is transacted in the proper order;
- b) exercises general control and supervision of all affairs of the College and has general supervision of the officers of the Council;
- c) ensures that all orders and resolutions of the Council are put into effect;
- d) represents or ensures that a member of the Council represents the College/ Council at all relevant College meetings and /or functions as deemed necessary, including SMR and U of M committees
- e) responds to such correspondence deemed necessary by the Council, on College letterhead and ensures that a copy is maintained on file at the College offices.
- f) serves as one of three signing officers of the Council.
- g) presents a report at the annual general meeting
- h) on a bi-yearly basis, undertakes a written performance appraisal of the Registrar/ Executive Director. Ensures that copies of the appraisal are kept on file for future follow-up.
- i) performs such other duties as usually pertain to the office of the chairperson

The Vice-chair shall:

- a) preside at all meetings of the College in the absence of the chair;
- b) in the event of the chair's inability to act, shall assume the office of the chair and serve as such for the balance of the term remaining to the chair;
- c) assist the chairperson in carrying out his/her responsibilities, having such powers and duties as may be assigned to him/her by the chairperson or by the Council
- d) be the resource person regarding the rules of order for meetings;
- e) assume responsibility for the Members Reference Guide which contains the policies and practice statements of the College. The Guide also contains any interpretation of Council action as defined in the minutes. This will be reviewed and updated on an annual basis to include any additions and interpretations of the Council that have been made in the past year.

The Treasurer shall:

- a) have general control on all budgets, financial transactions etc. on behalf of the College by monitoring all monies deposited to and paid out from the College's accounts;
- b) ensure that a financial statement of operation of the College is prepared and submitted to each annual meeting of the College;
- c) presents the financial statement to the membership at the AGM;
- d) prepares a proposed budget in consultation with the Registrar/Executive Director to the Council for approval for the following fiscal year. The draft budget should be presented to the Council at the October Council meeting and finalized prior to circulation of the renewal packages to members.
- e) bring forward proposed salary adjustments for Council employees for annual review at the September Council meeting;

- f) make recommendations to the Council regarding College investments and dispersal of surplus revenue;
- g) be one of the three signing members of the College;
- h) perform such other duties as may be assigned by the Council;

The financial affairs of the College are divided into two categories:

- 1) The financial policy and procedure to be overseen by the treasurer or by a Finance Committee;
- 2) The day to day business affairs of the College to be undertaken by the Registrar/ Executive Director as they pertain to the financial affairs of the College.

General Guidelines for the Treasurer:

Monthly:

- a) Co-sign cheques
- b) Monitor and discuss investments with the Registrar/ Executive Director and Council;
- c) Present financial statement to the Council;

Annually:

- a) meet with the College accountant regarding the financial review (March)
- b) write a financial report for the annual report (March)
- c) present the financial report at the AGM (April)
- d) prepare budget proposal for the Council:
 - Draft 1 – October
 - Final - early December
- e) undertake Council employees' salary review;
- f) change signing authority
- g) in November/ early December, prepare a report explaining the change in membership fees. Report to be included in the renewal package sent to members;

Newsletter Editor:

The Newsletter Editor is responsible for producing a minimum of 3 newsletters each fiscal year. The newsletters are circulated to all members of the College as well as other stakeholders such as all the provincial physiotherapy regulators, the Alliance, government, all public members of the Council and the committees. Topics of interest for the newsletter are determined by the editor. The editor may delegate some of the article writing to others. He/ she may also determine the framework for the newsletter. The Registrar/ Executive Director assists in the editing of the newsletter. Newsletters are usually sent out following the AGM (containing a report of the meeting), at renewal with the renewal packages and in the fall. The focus of the newsletter is to present information of interest to College members regarding physiotherapy practice, regulation, legislation, Council position on issues etc. The newsletter cost is funded by the College, therefore outside advertising is not included in the newsletter. Occasionally, the editor may permit announcements from other stakeholders, such as the University of Manitoba.