

Professional Regulators and Associations of B.C.

Terms of Reference

1.0 Definitions

- Annual Meeting: Typically held in May each year after the regularly scheduled Meeting; coordinated and chaired by the Secretariat.
- Association: Self-funded organizations that operate and advocate on behalf of their members; not bound by a regulatory mandate enacted by statute.
- Group: All organizations who belong to the Professional Regulators and Associations of B.C.
- Host(s): Member Organization(s) responsible for coordinating and hosting meetings.
- Host Schedule: Rotating schedule which lists Member Organization(s) responsible for hosting and coordinating meetings.
- Individual Members: Typically non-elected organization heads and senior staff of Member Organizations.
- Meeting: Held in January, March, May, September, and November, or as otherwise agreed to by the Group, typically during lunchtime.
- Member List: List and contact information of Individual Members of the Group.
- Member Organizations: Organizations that are part of the Professional Regulators and Associations of B.C.
- Regulator: Regulatory body that has a statutory mandate, inclusive of right to title, and usually, also right to practice, to regulate registrants in the public interest.
- Secretariat: The Member Organization elected to manage the affairs of the Professional Regulators and Associations of B.C.

2.0 Purpose

The purpose of the Professional Regulators and Associations of B.C. is to facilitate discussion, collaboration, and action on relevant topics of mutual interest at the CEO (or equivalent) and senior staff level. It carries out this purpose by:

- Meeting regularly to discuss areas of common interest;
- Exchanging ideas and receiving presentations on relevant topics of mutual interest;
- Voluntarily participating in cooperative action from time to time; and,
- Considering new applications for membership.

3.0 Criteria for Membership

For the purpose of membership, organizations must meet the following membership criteria:

- Regulators have a regulatory mandate enacted by statute that outline the activities of the organization.
- Associations are organizations comprised of regulated professionals. Association members are regulated by a regulator with a statutory basis.
- Regulators or associations have a fiduciary accountability to the public, and their members exercise professional judgement and accountability for their practice.
- Members of the regulator or association have a specialized level of knowledge gained in a University or College or equivalent.

4.0 Membership Process

4.1 Application

Membership will be considered twice a year: in the spring (May) and in fall (November), with approved membership effective immediately.

Applicants are asked to submit in writing their interest in joining. The application will address the criteria for membership from the applicant as outlined above.

The application should, as much as possible, be presented with a recommendation from a Member Organization in the applicant's profession or a related profession.

The application and accompanying material will be circulated for consideration by the Group. Applicants may be asked to deliver a short presentation and answer any questions about eligibility.

The applicant is approved for membership if their application is supported by a 2/3 majority of those in attendance at the meeting where the application is being considered, with one vote cast per Member Organization.

If approved, incoming organizations will be added to the Host Schedule and the Group will be notified of any changes in hosting duties.

4.2 Withdrawal

Applications for withdrawal from the Group will be considered throughout the year.

Member Organizations who wish to withdraw are required to submit in writing a statement of withdrawal and include an effective date.

The Secretariat will notify the Group, including any changes to the hosting duties, and adjust the Host Schedule accordingly.

5.0 Secretariat

5.1 Officers

The officers are the chair and the administrator.

5.2 Terms of office

The term of office is one year. Officers may serve two consecutive terms at the discretion of the Group.

At the Annual Meeting, the selection of officers will be considered and approved by a 2/3 majority of those in attendance. Each Member Organization in attendance receives one vote. Adequate advance notification of the vote will be provided.

6.0 Roles & Responsibilities

6.1 Role of the Chair

The chair will preside over all meetings of the Group, including the Annual Meeting, and shall ensure that there is an agenda for each meeting. The chair will welcome all guests and invite Individual Members to bring issues forward.

There are no minutes kept of the meetings.

6.2 Role of the Administrator

Meeting coordination:

- At least six weeks prior to each meeting, the administrator will ensure that the Host(s) is/are aware of their responsibilities.
- The administrator will ensure that the Membership List, Host Schedule and name tags are kept up-to-date and are provided to the Host(s) prior to each meeting.
- The administrator will send out meeting invitations and reminder emails on behalf of the Host(s). The Administrator is not responsible for coordinating meeting RSVPs. On behalf of the Individual Members, the Administrator may circulate material that is highlighted at the meeting.

Other duties:

- The administrator maintains documentation relevant to the administration of the Group, including but not limited to the Host Schedule, Membership List, and name tags and provides it to the next elected Administrator.
- The administrator will circulate, as needed, job postings, questions to Member Organizations, and other material deemed to be pertinent to all.

6.3 Role of the Member Organizations

Member Organizations are responsible for hosting (or co-hosting) meetings as per the Host Schedule.

The Host(s) take(s) full responsibility for organizing the meeting they are hosting, including selecting and coordinating the venue, determining the speaker, compiling information for the invitation, and receiving RSVPs. The Host(s) will forward the meeting notice to the Administrator no later than three weeks in advance of the meeting.

The Host(s) is responsible for coordinating the event RSVPs.

The Host(s) will provide a list of attendees to the Secretariat, 24 hours prior to the meeting.

The Host(s) will provide a name tag for the guest speaker, and ensure all other attendees have a name tag.

The Host(s) shall arrange for introduction and thanking of the guest speaker and any remuneration the speaker may require. Generally, the host introduces/thanks the guest speaker, and there is no remuneration.

Smaller Member Organizations may be grouped together to co-host a meeting, as noted on the Host Schedule. Co-hosting organizations are responsible for working together to coordinate the meeting.

Membership Considerations & Fees

Organizations may register an unlimited number of their senior staff on the Membership List, however each organization may only send up to three Individual Members to each meeting. When more than three Individual Members or guests from an organization wish to attend a meeting, the cost of the additional lunches (over three) is the responsibility of that organization. The exception to this term is when the organization is the host of the luncheon, in which case the number of attendees is unlimited.

There is no membership fee. However, the Host(s) will absorb the costs associated with their meeting.

Meetings

Meetings are scheduled for the third Tuesday of the month and are held in January, March, May (+Annual Meeting), September and November.

Meetings are held in accordance with the Host Schedule and are generally held at a variety of locations in Vancouver.

New applicants are considered at the May and November meetings.

Annual Meetings

An Annual Meeting is held typically in May, after the May meeting.

Annual meeting business primarily entails electing the secretariat for the upcoming year, approving the Terms of Reference and Membership List for accuracy and currency, and considering any new applicants.

Annual Review of Materials

The Terms of Reference and Member List will be reviewed annually to ensure they are accurate and current.

Every March, the Terms of Reference and Member List will be circulated for review in preparation for the Annual Meeting.

Any discussion related to the review of the Terms of Reference and/or Membership List will take place at the Annual Meeting.

Date Revised: December 2018

Date for Review: May 2019

Terms of Reference Amendment History

2002: Likely First Edition

2004: Previous document date, likely Second Edition

November 2018: Reformatted for ease of reading; codifying membership process – application and withdrawal; clarifying language for “Criteria for Membership”; added definition section; new name adoption (previously: Executives and Registrars of BC Professional Organizations)