

## REGISTRATION COMMITTEE

### Committee Chair Role and Responsibilities

All Committee Chairs of the College's Statutory Committees, as outlined in *the Regulatory Health Professions Act, 1991* (RHPA) are elected annually by Council for a one year term. The overall role of the chair is to ensure that Committee members are well prepared for the meetings and the meetings proceed in an efficient and effective manner. In addition, the chair ensures Council is informed of the Committee activities and the specific program activities and statistics related to the statutory mandate.

### Chair's Responsibilities

#### Ongoing Activities

1. Maintain transparency, non-bias opinion and confidentiality.
2. Declare conflict of interest when appropriate and appoint an interim-chair when conflict is determined.
3. Engage in and co-present the annual Committee member orientation session with staff resources.
4. In collaboration with the designated staff resource develop a well planned agenda by: reviewing previous minutes noting action items and tabled items; and considering upcoming program activities and management of cases and actions required.
5. Write and review with the designated staff member the Committee reports for Council and the annual report.
6. Review and finalize all meeting minutes in advance of Committee member circulation.
7. Manage controversy and unethical behaviour amongst Committee members and seek support from College staff and President when needed.
8. Attend external events and meetings as mutually agreed upon with the College's Registrar and/ or President. Represent the College and the Committee in a professional and ethical manner; and communicate the College and Committee decisions in a unison voice.
9. Coordinate with staff resource to facilitate prior learning assessment and recognition process.
10. Ensure that registration practices are fair and consistent and delivered in a timely manner.

#### During the Meetings

1. Conduct effective meetings by applying Schedule C. to the College by-laws "Rules of Order of the Council and its Committees".
2. Ensure all Committee members have the opportunity to actively participate in Committee discussions, decisions and motions; and manage controversy.
3. Ensure recording secretary has documented:
  - a. all main points of the meeting's discussions
  - b. action items
  - c. motions / decision made by Committee
  - d. meeting start and end time
4. Set future meeting dates.