



**Prince Edward Island College of Occupational Therapists**  
**PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9**

## **TERMS of REFERENCE TEMPLATE for COMMITTEES and/or WORKING GROUPS**

The Prince Edward Island College of Occupational Therapists (PEICOT) is governed and administered by a Council. The Council establishes committees and working groups to assist in meeting the College's duties and objectives. This policy establishes the requirements for terms of reference for any College committee or working group.

### **Definitions:**

**Committees:** are continuous and semi-autonomous groups that have a broad scope and address the ongoing management of the College. The objectives of committees are to maintain the College and its programs. Examples of standing committees include Registration Committee and Continuing Competency Committee. Committees are appointed by the Council and may be composed of Council members and other individuals who meet the stated criteria.

**Working groups:** are time-limited and task-oriented groups that are formed to achieve PEICOT's strategic goals. They have a more limited scope and authority than committees and are discontinued upon completion of their mandate. Working groups may be appointed by the Council or a committee and may be composed of Council members and other individuals who meet the stated criteria.

### **Principles:**

- Have consistent and clear terms of reference that establish the authority of the committees and working groups to improve organizational efficiency.
- A term of reference provides for accountability by explicitly communicating expectations to committee and working group members.
- Terms of reference assist with committee and working group recruitment by establishing criteria and expectations for membership.

### ***General***

1. Every committee and working group established by the College shall have terms of reference.
2. Terms of reference for committees require Council approval.
3. Terms of reference for working groups require committee approval and may be subject to Council review.

### ***Structure***

Terms of reference shall have the following structure:

4. Authority
  - a. Establishes the authority of the committee or working group to act on the College's behalf;
  - b. References sections of the *Regulated Health Professions Act* and Occupational Therapist Regulations where applicable.



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5. Purpose
  - a. A broad statement that establishes the main reasons for forming the committee or working group.
6. Key Functions
  - a. Establishes the key tasks that are assigned to the committee or working group.
7. Membership
  - a. Establishes the requirements for membership with the committee or working group, terms of office, and process for resignation;
  - b. May establish quorum requirements and appointment of a committee or working group chair.
8. Meetings
  - a. Establishes the expected frequency, duration, and location of meetings;
  - b. May establish how meetings are scheduled or expected time commitments.
9. Reporting and Accountability
  - a. Establishes to whom the committee or working group reports and is accountable to;
  - b. May establish the frequency and format of reports and who is responsible for completing the report process.
10. Roles and Responsibilities
  - a. Establishes the expectations for the committee/working group, members of the committee/working group, the chair, the Registrar, and any additional roles that may be appointed.
11. Appendices
  - a. Appendix 1 shall include the names and any roles of current members of the committee or working group;
  - b. Additional appendices may be included to provide further information or supporting principles.

**Review**

12. Terms of reference shall be reviewed and modified whenever there is a significant change in the committee or working group's functions or composition or at least every 5 years.
13. All terms of reference are subject to review at the discretion of the Council.

Approved By	Established	Reviewed/Revised	Next Review
Council	November 20, 2018	November 25, 2019	September 2021