

Public Engagement and Stakeholder Relations Committee

Approved November 2020 Revised M.D.Y.	Authority Board of Directors Committee Support Administrative Coordinator	Status <ul style="list-style-type: none"> • Discretionary • Standing
Policy & Procedures	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>CTA 4(a)-(c)</i> • <i>By-Laws 23(e); 24(1)-(6)</i> 	

TERMS OF REFERENCE

Function

- Promote to the public, the aims, purposes and mandate of the College
- Preparation and dissemination of promotional materials
- Preparation of Board-approved news releases
- Liaison with other professional bodies
- Oversee the design, maintenance and updating of the College website
- Keep the public and the Membership apprised of current activities of the College
- Special events coordination (e.g., mental health week)

Membership [Terms are 2 years (with option for a 2nd term) with 50% staggered; Registrar is permanent]

1. Chair, as appointed by the Board from among the membership
2. Registrar, ex-officio and non-voting
3. Licensed Registrant
4. Licensed Registrant
5. Public Representative

Quorum

- A majority (50% + 1) of the voting membership will constitute a quorum.
- All members of the Committee are voting members unless otherwise indicated under “Membership.”
- The Chair shall vote only if the votes on a question are evenly divided

Meetings

The Committee will meet not less than four (4) times per year. Special meetings may be called by the Chair or at the request of the Registrar or Board *Roberts Rules of Order (Revised)* will provide procedural guidance when required.

Agenda and Minutes

The Administrative Coordinator will circulate a call for agenda items to Committee members two weeks prior to each scheduled meeting. The Administrative Coordinator must receive agenda items (along with any relevant documents) at least ten (10) days prior to the meeting.

The Administrative Coordinator, in consultation with the Chair, will prepare and distribute an agenda to Committee members one (1) week prior to a meeting. Each meeting package will include:

- The meeting agenda with attachments;
- The previous meeting minutes to be approved.

Approved Committee minutes (for one rolling year) will be posted on the Member Area of the College website within one week of approval by the Committee.

Review and Revision

The Committee, under the guidance of the Policy and Procedures Committee, will review its Terms of Reference every two (2) years. The Board must approve proposed revisions or administrative updates.