



POSITION DESCRIPTION – NON-COUNCIL COMMITTEE MEMBERS

Background

Non-Council Committee Members assist the College in fulfilling its public protection mandate by serving on committees that put forward recommendations to Council, and carrying out statutory responsibilities. To run for election as a Non-Council Committee Member you must meet the eligibility criteria set out in Article 10.08 of the CRTO By-law (<http://www.crto.on.ca/pdf/Bylaws/bylaws.pdf>).

Time Commitment

As a Non-Council Committee Member you would be expected to attend meetings at the College offices in Toronto. The number of committee meetings per year varies according to the committee you are appointed to: Registration, Quality Assurance, Patient Relations, Professional Practice and Inquiries, Complaints & Reports are all available options. Generally speaking however, you should expect to devote between 4 and 8 days per year to College business in Toronto.

Non-Council Committee Member Support

As a Non-Council Committee Member you will be given a comprehensive orientation and supported by staff who are assigned to each committee. Prior to each meeting you will receive an agenda and any relevant material in order to prepare for the discussions. Most College communications are sent electronically so it is helpful if you have regular access to the internet. The College also holds meetings from time-to-time by teleconference. For attending a day-long meeting you will be paid a per diem of \$150.00 and be reimbursed for all reasonable travel and accommodation expenses.

Major Responsibilities

As a Non-Council Committee Member your key responsibilities will be to the public and to the

College, and as such you will be expected to:

- Maintain an awareness of current issues, policies and trends related to the provision of health services and the regulation of health professionals in the province of Ontario, in order to anticipate and respond to changing priorities.
- Participate actively in, and contribute to, the deliberations and decisions of any assigned College committees, and consider the general public interest in such decision making. Through such participation, professional members ensure that the College acts within its mandate and that the decisions made are to optimize public protection.
- Participate in the development, establishment and maintenance of standards, guidelines, programs, by-laws and regulations under the *Respiratory Therapy Act*.
- Facilitate Public members' understanding and knowledge of the profession.
- Assist in the development of College policies, procedures and practices that achieve the objectives of the College in a manner which is open, equitable, understandable and accessible to all citizens of Ontario.
- Identify potential conflicts of interest so that they may be dealt with in a timely and appropriate manner.
- Maintain confidentiality and exercise sound judgement in carrying out College business.
- Become familiar with the objectives and jurisdiction of the College as well as the relevant statutes, regulations, by-laws, guidelines and policies applicable to the profession including the *Regulated Health Professions Act* and the *Respiratory Therapy Act*.

[see reverse]