

CRPO Council: Time Commitment Guideline

The work of Council is largely done in committee meetings. Council and Committee meetings are scheduled in advance, taking members' availability into account. In-person attendance at Council meetings is required. Whenever possible, committee meetings are held via teleconference.

In addition to meeting attendance, Council and Committee members are required to prepare for each meeting by reviewing the meeting package and accompanying materials in advance of the meeting date. Meeting materials are provided two weeks before the scheduled meeting. Ensuring that Council and Committee members are sufficiently prepared for a meeting allows them to actively participate in discussions and provide thoughtful and informed feedback.

Committee members also participate in panels as required. Panels require extra preparation (with some panel materials being quite substantial), attendance at a panel meeting (either by teleconference or in-person) and, in some cases, writing or review of decisions.

Council Members also have the option of running for a position on the Executive Committee. Serving on Executive is in addition to other committee responsibilities; the duties of Executive Committee members are described in section 7 of CRPO's by-laws. Before seeking a position on the Executive, please consider the additional time commitment involved and your responsibilities as a Council Member.

The work of College committees is described below.

COUNCIL

<i>Number of Council meetings</i>	4-6 full-day & in-person meetings
<i>Preparation time per full-day meeting</i>	4-6 hrs.

EXECUTIVE

The Executive Committee has all the powers of the Council with respect to any matter that requires immediate attention between Council meetings, other than the power to make, amend or revoke a regulation or by-law.

<i>Number of meetings per year</i>	10-12
<i>Preparation time per meeting</i>	1-5 hrs.
<i>Attendance at CRPO</i>	4-6 full-day & in-person meetings ~6 two-hour teleconferences

CLIENT RELATIONS

The Client Relations committee sets policy on the prevention of sexual abuse by members and administers funding for client victims of sexual abuse. The committee also develops policies and procedures to define appropriate professional relationships between RPs and their clients.

<i>Number of meetings per year</i>	2-4
<i>Preparation time per meeting</i>	2-4 hrs.
<i>Attendance at CRPO</i>	2 full-day & in-person meetings 2 two-hour meetings (teleconference)

DISCIPLINE

The Discipline Committee conducts hearings in accordance with the *Regulated Health Professions Act, 1991*, regarding matters of professional misconduct or incompetence that are referred by a panel of the Inquiries, Complaints and Reports Committee. It also sets policy and procedure relating to the discipline process. All members of Council sit on this committee. Note: Committee members do not participate in all panels.

<i>Number of meetings per year</i>	1 plenary meeting
<i>Number of training days</i>	1-2 full days
<i>Number of hearing days per year</i>	Dependent on discipline referrals
<i>Preparation time per meeting</i>	1-4 hrs. for plenary meetings 0 hrs. for hearings 2-6 hrs. for motions related to decision and reasons
<i>Attendance at CRPO</i>	½ -1 full-day plenary meetings 1-2 training days Contested hearings can range from 3 days to several weeks

EXAMINATION

The Examination Committee makes decisions regarding appeals of failures of the registration exam where there are alleged grounds of unfairness or other extenuating circumstances. This committee also grants time extensions to individuals who, due to extenuating circumstances, are not able to write the exam within the time period set out in the Registration Regulation.

<i>Number of meeting days and panel days per year</i>	2 combined plenary/panel meetings
<i>Preparation time per meeting</i>	1-3 hrs. for plenary meetings
<i>Attendance at CRPO</i>	2 full day/half-day meetings

FITNESS TO PRACTISE

The Fitness to Practise Committee conducts hearings in accordance with the *Regulated Health Professions Act, 1991*, related to allegations concerning a Registered Psychotherapist's capacity to practise the profession. It also sets policy and procedure relating to the fitness to practise process. All Council members sit on this committee.

Note: Committee members do not participate in all panels.

<i>Number of meeting days per year</i>	1 plenary meetings
<i>Number of hearing days per year</i>	Dependent on FTP referrals
<i>Preparation time per meeting</i>	0-4 hrs. for plenary meetings 0 hrs. for hearings
<i>Attendance at CRPO</i>	1 half-day plenary meetings 1 full-day training (if required) Contested hearings can range from 1 to several days

INQUIRIES, COMPLAINTS AND REPORTS

The Inquiries, Complaints and Reports Committee (ICRC) sets College policy with regard to complaints, mandatory reports, Registrar's investigations and inquiries regarding a member's capacity to practise the profession. Note: Committee members do not participate in all panels.

<i>Number of meeting days and panel days per year</i>	2 plenary meetings ~monthly panel meetings
<i>Preparation time per meeting</i>	1-2 hrs. for plenaries 6-8 hrs. for panels
<i>Attendance at CRPO</i>	2 full day/half-day plenary meetings 6 full day/half-day panel meetings

NOMINATIONS AND ELECTIONS

The Nominations and Elections committee assists the Registrar in supervising and administering CRPO's Council election process, and addresses election-related disputes. The committee may also seek out and encourage members of the College to consider running for a position on Council.

<i>Number of meeting days per year</i>	2 plenary meetings
<i>Preparation time per meeting</i>	1-2 hrs. for plenaries
<i>Attendance at CRPO</i>	2 half-day plenary meetings

QUALITY ASSURANCE

The Quality Assurance Committee (QAC) develops policy to promote ongoing competence and quality improvement of members and monitors member participation in the Quality Assurance Program. It addresses individual member files to ensure the quality of practice of the profession and standards of knowledge, skill and judgement to promote continuing competence of Registered Psychotherapists.

<i>Number of meeting days and panel days per year</i>	6 half-day plenary meetings 6 half-day panel meetings (typically combined)
<i>Preparation time per meeting</i>	2-3 hrs. for plenaries 3-4 hrs. for panels
<i>Attendance at CRPO</i>	6 full day/half-day combined meetings

REGISTRATION

The Registration Committee develops policy related to registration and provides direction regarding the College's registration processes. Registration panels consider individual registration applications that are unclear or are proposed for refusal. Note: Committee members do not participate in all panels.

<i>Number of meeting days and panel days per year</i>	3-4 plenary meetings 12-24 panel meetings
<i>Preparation time per meeting</i>	1-2 hrs. for plenaries ~ 8 hrs. for panels
<i>Attendance at CRPO</i>	3-4 full day/half-day plenary meetings 6-12 full-day/half-day panel meetings