

COMMITTEE TERMS OF REFERENCE

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Authority and Accountability	The Quality Assurance Committee is a statutory committee of the Council of the College of Naturopaths of Ontario. It is established pursuant to section 10(1) of the Health Professions Procedural Code (the Code), which is Schedule 2 of the <i>Regulated Health Professions Act, 1991</i> (the "RHPA"), section 12.01 of the by-laws and GP06 - Committee Principles of the Council governing policies.
Limitations	The Quality Assurance Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the <i>Regulated Health Professions Act, 1991</i> or under these Terms of Reference,
Responsibilities	The Quality Assurance Committee shall: <ul style="list-style-type: none"> <li>• Administer the Quality Assurance Program and, as such, shall develop and maintain policies and procedures governing the Quality Assurance Program of the College;</li> <li>• Establish panels, as necessary from time to time, to receive and review reports from assessors with respect to registrants that have been assessed and take such action as is, in the opinion of the Panel, permitted under section 80.2 of the Code to ensure the continued competence of the registrant; and</li> <li>• Ensure that the program policies and procedures are transparent, objective, impartial, and fair, free of discrimination and bias and support the Council's overall commitment with respect to equity, diversity, inclusion and belonging.</li> </ul>
Appointment and composition	The Quality Assurance Committee shall be appointed by the Council and shall be comprised of no fewer than three but as many individuals as the Council may deem appropriate, such that the Committee members include: <ul style="list-style-type: none"> <li>• At least one Council member who is a Public member and any number of additional Council members,</li> <li>• One or more registrants who are not Council members, and</li> <li>• Any number of Public Representatives as defined in the by-laws.</li> </ul> <p>The Council shall appoint a Committee Chair, and where deemed necessary, a Vice-Chair.</p>
Term of Office	The Quality Assurance Committee members shall be appointed for approximately one year and may be re-appointed annually by the Council, at its sole discretion.
Meetings	The Quality Assurance Committee shall meet on a date and at a time set by the Committee Chair at least ten days in advance of the meeting date unless a majority of Committee members agree to a shorter period. <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Vice-chair, if one is appointed, shall preside. Otherwise, the</p>

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	Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected by and from among the Committee members present.
Panels	<p>The Quality Assurance Committee may meet in panels. Any panel of the Committee shall be appointed from among the members of the Committee by the Chair and shall be comprised of no fewer than three members of the Committee, one of whom shall be a Public member of the Council.</p> <p>When appointing a panel, the Committee Chair shall designate one panel member as the Chair of the Panel.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Quality Assurance Committee shall be three members of the Committee, at least one of which shall be a Public member or a Public Representative as defined in the by-laws.</p> <p>In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.</p>
Quorum for Panels	Two members of a panel of the Committee constitute quorum as long as at least one of the members is a Public member and one of the members is a registrant of the College (Ontario Regulation 33/13, section 3(2)).
Reports	<p>The Committee Chair, on behalf of the Committee, shall provide the Chief Executive Officer an Annual Report on the performance of its responsibilities and outcomes of its activities for the period of April 1<sup>st</sup> of the previous year to March 31<sup>st</sup> of the current year, subject to any requirements of the <i>Regulated Health Professions Act, 1991</i>. The Annual Report shall be submitted on a schedule determined by the Chief Executive Officer.</p> <p>The Committee Chair shall also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.</p>

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