



Committee Terms of Reference

Committee Name: Registration Committee

Date: August 9, 2011

Purpose:

The Registration Committee will ensure the security and privacy of the Registry and ensure that all individuals applying for registration comply with all the criteria as directed by the College's *Bylaws*. The Registration Committee provides oversight and support to the Registrar in determining eligibility of individuals for a practitioner licence.

Membership:

Seven committee members are appointed by Council including two council members, and five members of the college. The Executive Director is a non-voting member of the committee. Committee members are appointed for a three year term, renewable once, with the terms of office staggered to ensure continuity.

Members: Karen Bullock, Chair (2011-2014); Cari Evenson-Carleton (2010-2013); Chris Warren (2011-2014); Danae Ackles (2009-2012); Connie Wilson (2009-2012); Jeff Klein (2011-2014); John Jongeling (2010-2013)

Responsibilities:

1. Ensure the Registrar administers licensure requirements as per SCoP *Bylaws*.
2. Provide recommendations to the legislation and bylaws committee regarding membership and licensure.
3. Review and rule on applications where the applicant has a criminal record.
4. Develop and maintain an appeals process.
5. Oversee the development, review and administration of the Saskatchewan Licensing Examination, or any other Saskatchewan registration examination.

Resources:

Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The Committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited. From time to time Council may establish funds to support committee activities.

Accountability:

The Committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The Committee shall abide by College policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis. The *Administrative Bylaws* provide a means for removal and replacement of committee members by Council in situations where regular attendance is not maintained.

Authority and Accountability:

At a meeting on September 12, 2008, Council established the Registration Committee as a Special Committee of Council. According to the *Administrative Bylaws* of the Saskatchewan College of Paramedics (SCoP), Section 42 Special Committees:

- 42.1 Special committees may be appointed by the council at any time to carry out the objectives of the college and may be dissolved by a resolution of the council.
- 42.2 Unless established by bylaw, the council shall establish for all special committees:
 - 42.2.1 Terms of reference;
 - 42.2.2 Membership and term of appointment;
 - 42.2.3 Chairperson;
 - 42.2.4 Budget allocation.

According to the Policy Manual of SCoP, the Registration Committee has special responsibilities respecting applicants with a criminal record as outlined in the following graphic. Council has delegated to the Registration Committee the authority to rule on the eligibility for a licence of an applicant who has a criminal record.