



College of Veterinarians of British Columbia

TERMS OF REFERENCE

Continuing Competence Committee

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| Type | Other Committee |
| Legal Authority | <i>Veterinarians Act</i> ss. 3 and 10(1), Bylaws Part 1 ss. 1.38, 1.40, 1.45 and 1.51 |
| Established | Bylaw s. 1.40 |
| ToR Amended | September 23, 2022 |
| Policy Intent | Compliance with ss. 3, 70 and 76 of the Act, Bylaws ss. 1.42-1.46 and 1.51 |
| Duties and Authorities | <p>The Continuing Competence Committee must, among other things:</p> <ol style="list-style-type: none">1. Administer and enforce the continuing competence program in accordance with Part 4 of the Bylaws, s. 252 to s. 258.2. Monitor and propose revisions to the College's code of ethics and any practice standards in order to promote high standards for the practice of veterinary medicine.3. Assess the continuing competence activities of registrants.4. Prepare policies and procedures for approval by Council for the effective administration of the continuing competence program provisions of Part 4 of the Bylaws.5. Undertake any other function or project as may be directed by the Council that is not inconsistent with the above. |
| Policies and Procedures | Developed by Committee and approved by Council as needed to define and/or clarify how the Committee will achieve the expectations established in the Act and bylaws. |
| Attendance and Communication | Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12 month period may result in dismissal |
| Virtual Meeting Participation | Committee Members should where possible ensure that video and audio are working when logging into a virtual meeting. When participating in virtual meetings, Committee Members are asked to keep video on whenever possible. If this is not possible, Committee members are asked to establish an agreed to process with the Committee chair such that during the voting and decision making process the Chair can accurately count votes and ensure all Committee members have the opportunity to speak when desired in the process of making Committee decisions. |
| Members Appointed by | Council (Bylaws 1.43(1)(b)) |

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| Chair Appointed by | Council, in consideration of the committee's recommendation (Bylaws 1.43(1)(c)) |
| Number of Members | Minimum 5, maximum 9 (Bylaw s. 1.51(1)) |
| Member Composition | Minimum of 5 registrants and at least 1 public member when practicable. |
| Length of Member Term | 3 years per term (Bylaw s. 1.43(5)) |
| Number of Re-appointments | Renewable by Council for up to 2 terms or, if the member is serving as Chair) for up to 3 terms. (Bylaw s. 1.43 (5) and (6)) |
| Committee Reports to | Registrar for operational reports. Can also report directly to Council as needed |
| Reporting Schedule | An annual report and reporting at least once every 3 months in a form directed by Council |
| Performance Review Process | Annually by Registrar, report to Council |
| Self Assessment Process | Committee Members will participate in an annual self-assessment process |
| Membership Review Process | Annually by Registrar, reported to Council |
| Honoraria Policy | CVBC Council and Committee Honoraria Policy applies |
| Relevant Website Resources (www.cvbc.ca) | Legislation, Standards & Policies About/Committees |