

Manitoba College of Social Workers Continuing Competence Committee Terms of Reference

Policy:

A Continuing Competence program is required under *The Social Work Profession Act* and set out in detail in the SWPA Regulation. The program will review the professional competence of members; require members to participate in programs for ensuring competence; and conduct practice reviews in accordance with the Act where required.

The Board of Directors shall establish a Continuing Competence Committee for the purpose of developing the Continuing Competence program. The Continuing Competence Committee shall maintain a current Terms of Reference which must be approved by the board.

The Terms of Reference shall be reviewed by the Committee annually in September of each year, and updated and revised to reflect changing priorities and practices. The Committee shall report to the Board that a review has been completed and any revisions must be submitted to the Board for approval.

The general Terms of Reference for the Continuing Competence Committee are as follows:

1. **Purpose and Functions:**

The Continuing Competence Committee shall provide advice and guidance to the Board, other MCSW Committees and College staff on matters related to the Continuing Competency program.

2. **Membership:**

The Board shall appoint members of the College and the committee may also include public representatives. Committees shall strive to ensure appropriate representation from indigenous peoples, which may include bringing in persons when needed on an ad hoc basis, particularly when dealing with a matter that predominately affects the interests of indigenous peoples.

Each member shall be appointed for a term of two (2) years and the term may be renewed once for a total period of four (4) years.

3. **Agenda and Minutes:**

The agenda for each Continuing Competence Committee meeting shall be prepared by the Chairperson and provided to the members of the Committee prior to each scheduled meeting. Minutes of all meetings shall be recorded by a designated person acting as Recording Secretary and a copy shall be provided to the MCSW Administrative Coordinator

4. **Meetings:**

The Chair of the Continuing Competence committee will convene meetings as determined to be necessary to conduct the business of the committee. The chair shall issue a notice of the meeting to all members of the committee, at least seven (7) calendar days prior to the date of the meeting and shall include an agenda of the matters to come before the meeting.

5. **Reporting:**

The Continuing Competence Committee shall have direct accountability and reporting responsibility through the Chair of the committee to the board. The Committee shall meet regularly prior to board meetings and shall provide a report for each board meeting.

6. Quorum:

A quorum for a meeting of the Continuing Competence Committee shall be three (3) voting members.

7. Confidentiality

All matters which come before the Continuing Competence Committee are to be considered internal to the organization and treated as confidential. Attendance at meetings is not open to persons who are not members of the Continuing Competence Committee unless expressly invited by a consensus of the Committee members. Discussion and decisions occurring in a meeting of the Continuing Competence Committee may be disclosed to the Board of Directors in a manner that respects confidentiality.

References:

The Social Work Profession Act, its Regulation and the MCSW By-laws.

Approved by the MCSW Board – January 13, 2016