

**Manitoba College of Social Workers
Registration Committee
Terms of Reference**

1. Purpose

The Registration Committee provides advice to the registrar with respect to applications for registration and provides support and advice regarding the promotion of membership.

2. Functions

The Registration Committee has the responsibility to:

- provide advice or recommendations to the registrar in relation to the assessment of the safety, competence and ethical conduct of applicants' for registration in accordance with the Social Work Profession Act, Social Work Profession Regulation, MCSW By-law, and administrative policies
- record in writing and file with the Executive Director-Registrar, all advice or recommendations related to the assessment of applications for registration and membership within 15 calendar days of the advice or recommendations being made
- provide advice or recommendations related to the assessment of applications from a minimum of 2 committee members per reviewed application
- provide regular reports to the Board
- actively promote registration with MCSW for all eligible Social Workers
- make recommendations to the Executive Director and/or Board regarding the promotion of membership
- promote membership activities
- provide a summary report for the Annual General Meeting of the membership

3. Membership & Terms

The Registration Committee shall be composed of

- a maximum of 10 members, with no more than 3 being members of the MCSW Board of Directors
- the Manager of Registration and Professional Practice and the Executive Director/Registrar, as ex-officio non-voting members

The Chair shall be a MCSW member selected by committee members. The Committee is supported in its work by the Manager of Registration and Professional Practice.

Registration Committee members who also serve on the Board of Directors may serve on the Committee for the duration of their terms on the Board. With the exception of the Manager of Registration and Professional Practice and the Executive Director/Registrar, all other persons on the Committee shall serve for a period of two (2) years and may be renewed for a successive term of two (2) years.

The Registration Committee 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

4. Meetings

The Chair of the Registration 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 committee.

Minutes of all meetings shall be recorded by a designated person acting as Recording Secretary. A copy shall be provided to the MCSW Administrative Coordinator as soon as possible after each meeting of the committee

5. *Decision-Making*

Decisions of the Registration Committee will be determined by consensus whenever possible. Where a consensus decision is not possible, a motion shall pass with affirmative vote of majority of Committee members present at a Committee meeting.

6. *Quorum*

Quorum for a meeting of the Registration Committee shall be three (3) voting members.

7. *Reporting and Accountability*

Members of the Registration Committee shall adhere to the MCSW Code of Conduct. The Registration Committee has direct accountability and reporting responsibility to the Board of Directors through the committee chair.

8. *Confidentiality*

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

Approved by the MCSW Board June 22, 2017