

Continuing Competence Committee Terms of Reference

Purpose and Functions

The Continuing Competence Committee shall provide advice and guidance to the Board, other Manitoba College of Social Workers (MCSW, or the College) Committees and College staff on matters related to the Continuing Competency Program (CCP).

Membership and Terms

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 three (3) years and the term may be renewed once for a total period of six (6) years.

The Chair shall be a MCSW member selected by committee members. The Committee is supported in its work by the assigned MCSW Staff Representative.

Meetings

The Chair of the Continuing Competence Committee will convene meetings as determined to be necessary to conduct the business of the committee.

The MCSW Staff Representative 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 Staff Representative as soon as possible after each meeting of the committee.

Reporting and Accountability

Members of the Continuing Competence Committee shall adhere to the MCSW Code of Conduct. The Continuing Competence Committee has direct accountability and reporting responsibility to the Board of Directors through the committee Chair/Board liaison.

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.

Quorum

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

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.