

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.

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

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 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 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.

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.

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.