



Terms of Reference

Standards of Practice Subcommittee

Authority	The Standards of Practice Subcommittee (the “Subcommittee”) was established by the College Board as a subcommittee of the Quality Assurance Committee.
Mandate	Review and/or develop standards of practice and recommend these standards to the Quality Assurance Committee.
Responsibilities	<p>Develop a standards framework and recommend to the Quality Assurance Committee.</p> <p>Develop policies and processes for the development and review of standards.</p> <p>Develop standards of practice and recommend these to the Quality Assurance Committee.</p>
Composition	<p>The Committee consists of at least three persons appointed by the Board.</p> <p>At least one-third of the Committee must consist of public representatives.</p> <p>The Board chair and the registrar are ex officio members of the Committee.</p> <p>The Committee Chair (and Vice Chair if required) are appointed by the Board.</p>
Competencies	<p>One or more Committee members will have the following specific competencies or experience:</p> <p>Committee/Panel Leadership: Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.</p> <p>Governance Expertise: Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.</p> <p>Standards of Practice Expertise: Knowledge and experience in standards development.</p>

Regulatory Expertise: Familiarity with and understanding of the *Naturopathic Physicians Regulation*.

Naturopathic Physician Expertise: Be a practicing naturopathic physician.

Term of Appointment	<p>Appointments for all Committee members, including the Committee chair, are for three years. Terms will be staggered to avoid complete change over of committee members in any given year. Appointees are eligible for reappointment by the Board, to a maximum of three consecutive terms.</p> <p>A registrant appointed to the Committee ceases to be a member if they are no longer a registrant in good standing or if they become a College employee.</p> <p>Any Committee member may resign from the Committee, upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year may, upon review of the Board, be immediately removed. The chair has the discretion to approve, in advance, an extended absence of any Committee member.</p> <p>A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.</p>
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Quorum	A majority of the Committee constitutes a quorum.
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Reporting	The Committee, via the Chair, provides a written annual report of the Committee's activities to the Board.
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Confidentiality	Each Committee member must sign a confidentiality policy at the time of each appointment and at the time of each term renewal, indicating their agreement to maintain the confidentiality, privacy, security, and integrity of all meeting and Committee materials.
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Conflict of Interest	<p>Each Committee member must sign a conflict of interest policy at the time of each appointment and at the time of each term renewal, indicating their agreement to abide by the policy.</p> <p>Committee members must declare conflicts of interest prior to the discussion of individual agenda items or at any time a conflict of interest or potential conflict of interest arises. Once a conflict of interest is declared the Committee must follow the guidance and directives in the conflict of interest policy.</p>
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