

College and Association of Acupuncturists of Alberta - Council

Terms of References

Establishment

The profession of acupuncture has been regulated in Alberta since 1988 under the Health Disciplines Act (hereinafter, “Act”), to protect the public and was governed by the Acupuncture Committee established under the Act. In April 2010, the College and Association of Acupuncturists of Alberta (the “CAAA”) held its first election to form Council.

The Council of the CAAA was designated by the Minister of Health to regulate the acupuncture profession in the public interest effective as of January 1, 2011. As the governing body, the Council of the CAAA is responsible to ensure that members have the proper education and training to provide competent and ethical services to the public.

The council shall provide general oversight, supervision, and administration over the activities and affairs of the College.

Vision Statement

The CAAA is committed to excellence in regulation and support of the Registered Acupuncturists of Alberta.

Mission Statement

The CAAA serves the public interest and supports the acupuncture profession by setting high standards of practice, education, competence and ethical conduct.

Membership

The governing body of the College shall be a Council consisting of not less than six (6) and not more than nine (9) Registered members, including a President and a Vice-President; and two (2) Public Members appointed by the Lieutenant Governor-in-Council pursuant to the Act and the Regulation.

Terms of Office

A member may serve on Council for a term of two (2) years and upon their term of office expiring shall be eligible for re-election, but in any case, may only sit for three (3) consecutive terms of office. [CAAA Bylaws]

Roles and Responsibilities

The governing body of the CAAA is the Council. The Council shall manage and conduct the business and affairs of the CAAA and exercise the rights, powers and privileges of the CAAA in the name and on behalf of the CAAA. In addition, Council is empowered to:

- establish, revise and approve policies, procedures, Bylaws and directives which govern the activities of the members, Council, officers of the CAAA and committees;
- ensure that CAAA policies, procedures and directives are implemented;
- appoint or hire personnel to assist in the activities, affairs, conduct, management, and governance of the CAAA and to implement policies, procedures and directives of the CAAA;
- delegate authority and responsibility for implementation of CAAA policies, procedures and directives to the Registrar and/or Executive Officer and/or officers of the CAAA;
- appoint any committees, in addition to the committees referenced in this Bylaw or Act, as Council may consider necessary or advisable and may, by resolution and without requirement of further Bylaws, designate such further committees and the powers and duties of any committee;
- provide for the appointment of individuals in accordance to the Act;
- conduct reviews or appeals in accordance to the Act;
- establish a continuing competence program in accordance to the Act;
- establish and oversee the financial structure of the CAAA including the auditing of the finances for the CAAA;
- determine from time to time who shall have the authority to sign documents required to be signed on behalf of the CAAA.

The President is expected to perform the following

- Act as the chief elected officer of the CAAA.
- Communicate regularly with the Registrar about the activities of the CAAA.
- Preside over and chair all Annual General and Special Meetings.
- Report to members at the Annual General Meeting a report detailing the activities of the CAAA and the performance of Council members with respect to attendance at meetings of council and fulfillment of commitments.
- Ensure the CAAA fulfills its commitments to government.

The Vice President is expected to perform the following

- Perform the duties of the President if the President is absent, unable, or unwilling to perform his duties.
- Perform all duties, roles and responsibilities in accordance with Council approved governance policies.

The Treasurer shall assume all roles, responsible and accountabilities in accordance with Council-approved governance policies.

The President, Vice President, and Treasurer will form an executive committee. Previous council members may be appointed to be members of an Advisory Committee to ensure smooth transition. The term of Advisory Committee members will be a maximum of two years.

Criteria for membership of Council

- must be a registered member in good standing with the CAAA;
- familiar with user jurisdictional regulations and standards governing acupuncture;
- experience working with CAAA committees is an asset;
- able to communicate and work with documents in English; and
- able to work well in a group.

Members of the Council CANNOT BE

- a director of an Association of this profession;
- a member of Membership Service Committee for CAAA; or
- a subject of any formal investigation.

Members of the Council will be required

- to declare Conflict of Interest, and
- to sign an oath of confidentiality.

Expenses and Remuneration of Members

The work of the Council is voluntary. Members will receive an honorarium from CAAA for their work according to the CAAA approved Travel, Expense and Honorarium Policy.