



Time Commitment Guidelines for Council and Committee meetings

In accordance with the College's by-laws and governance policies all Council and Committee members are required to attend Council and Committee meetings. All meetings are scheduled in advance taking into account the members' availability. Committee meetings are held as teleconferences, wherever possible.

In addition to attendance at meetings, Council and Committee members are required to prepare for each meeting by reviewing a meeting package and any other related materials that are provided in advance of the meeting. Adequate preparation is critical to allow members to participate and contribute fully to discussions and to develop informed opinions in rendering decisions.

The time commitment guidelines for Committee members are as follows:

- All Committee members are **expected to attend** Committee meetings. All professional members are **encouraged to be off call**.
- All Committee Chairs are **required to attend** Committee meetings. Committee Chairs, who are professional members, are **required to be off call**.
- All panel members are **required to attend** panel meetings. All professional members are **required to be off call**.
- All panel Chairs are **required to attend** panel meetings. Panel Chairs, who are professional members, are **required to be off call**.

Below is a breakdown of meetings for Committee.

Client Relations

The Client Relations Committee is mandated to ensure protection of the public interest by developing the policies and procedures of the College to prevent sexual abuse of clients and to define appropriate professional relations between the members of the College and their clients.

Number of meeting days per year	2
Preparation time per meeting	2 two-hour meetings
Attendance at the College	teleconference

Registration

The Registration Committee ensures protection of the public interest by providing direction to the College with regards to the registration processes of the College.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	13-14
Preparation time per meeting	1-4 hours
Attendance at the College	<ul style="list-style-type: none"> • 3 half-day meetings (teleconference) • 5 quarter-day panels (teleconference) • 5 quarter-day active practice panels (email exchange or teleconference)

Discipline

The Discipline Committee hears matters of professional misconduct or incompetence that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: Committee members do not participate in all panels.

Number of meeting days per year	2
Number of training days	1-2 training workshops
Number of hearing days per year	dependent on hearing
Preparation time per meeting	<ul style="list-style-type: none">• 0-4 hours for meetings• 0 hours for hearings• 2-6 hours for motions
Attendance at the College	<ul style="list-style-type: none">• 1 half-day meeting (teleconference)• 1-2 days of orientation• Contested hearings can range from 3 days to several weeks

Fitness to Practise

The Fitness to Practise Committee conducts hearings of allegations concerning a midwife's capacity to practise midwifery that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: committee members do not participate in all panels.

Number of meeting days per year	2
Number of hearing days per year	dependent on hearing
Preparation time per meeting	<ul style="list-style-type: none">• 0-4 hours for meetings• 0 hours for hearings
Attendance at the College	<ul style="list-style-type: none">• 2 half-day meetings (teleconference)• 1 day of orientation (if required)• Contested hearings can range from 3 days to several weeks

Inquiries, Complaints and Reports

The Inquiries, Complaints and Reports Committee (ICRC) oversees all investigations into midwives' care and conduct, including formal complaints, mandatory reports, Registrar's investigations, and inquiries into a midwife's capacity to practise.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	12-14
Preparation time per meeting	6-8 hours
Attendance at the College	<ul style="list-style-type: none">• 4 half-day meetings (teleconference)• 8-10 half-day panels (teleconference)

Quality Assurance

The Quality Assurance Committee develops, establishes and maintains programs to promote continuing competence among midwives.

NOTE: Committee members do not participate in all panels.

Number of meeting & panel days per year	7
Preparation time per meeting	3-5 hours
Attendance at the College	<ul style="list-style-type: none">• 2-3 half-day meetings (teleconference)• 4-5 half-day panels (teleconference)