Terms of Reference of the Registration Committee

Purpose and Duties

1. The Registration Committee will market and promote the advancement of the TR profession.

2. The Registration Committee is obliged to act on any other matters as assigned by the board.

Membership

1. The Registration Committee includes:

   1.1. One or more board members appointed or elected by the Board of Directors as the Chair.

   1.2. One board member appointed or elected by the Board of Directors as the Vice-chair.

   1.3. Three or more members of TRO appointed or elected by the Board of Directors.

2. A quorum of the committee is three committee members, with one being the Chair or Vice-chair. In the event a committee member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.

Terms of Office; Appointment, Reappointment and Termination of Membership

1. The Board will appoint a Board member as Chair and a Board member as the Vice-chair.

2. The Vice-chair will act on behalf of the Chair in the latter’s absence.

3. The Board will appoint other committee members for a one-year term.

4. A Registration Committee member continues to hold office after their term, until the member is repointed or a successor is appointed.

5. The Board may make temporary appointments to the committee, to fill vacancies in committee membership, until a formal request for committee membership and selection process has been initiated and successfully concluded.

6. Registration Committee members will normally be appointed by the
Board’s second meeting following the Annual General Meeting. In addition, members are asked to complete volunteer applications if desired interest to be on Registration Committee and members will be contacted on an as needed basis.

**Duties and Responsibilities of the Chair, Vice-chair and Members**

The Committee Will:

1. Explore and research various credentialing and designations both nationally and internationally.
3. Develop and recommend Scope of Practice to the Board.
4. Liaise with and educate employers about R/TRO across the province.
5. Update, revise and monitor TRO’s Standards of Practice document.
6. Prepare documents or reports for the Board or members' consideration.

*Reviewed*: December 2013

*To be reviewed*: December 2015