

Policy Name: Committees Framework

Policy Number	Committees Framework (CWG) - 1
Date Approved	June 19, 2024
Date Updated	

Policy Statements:

1. The Board may establish Committees, which may be of limited or ongoing duration, in keeping with the By-laws, to assist the Board in undertaking its responsibilities.
 - a. Committees may be deemed to be a “Board Committee” or “Management Committee”.
 - b. Board Committees report directly to the Board through a Board liaison.
 - c. Management Committees report to the Chief Executive Officer (CEO).
2. Committee terms of reference, membership, and annual work plans are approved by the Board and CEO, respectively, for Board Committees and Management Committees, prior to their implementation.
3. The Board will review its committee structure at least every two years, with a goal of identifying and disbanding Committees that are no longer needed or no longer active, and, if required, establishing new Committees.
4. Staff of the Association, if/as assigned, are non-voting resources to specific Board committees. Staff typically serve as Chair or co-Chair for Management Committees, unless otherwise designated by the CEO, to serve in an alternate capacity (e.g., Secretariat).
5. Chair and member terms are typically three years (or part thereof) and are only usually renewed for one additional term (or part thereof).
6. All Committee Chairs and members are expected to act in accordance with the Association’s By-laws and adhere to the Association’s Code of Conduct.
7. Unless these Operating Regulations provide otherwise, committees are provided with a nominal budget (\$500.00) to offset costs related to holding an in-person meeting (e.g., food and beverage) during the CPA’s Annual National Convention. Unused funds do not carry over beyond the fall of a given year nor to the next fiscal year. Requests for funds above the \$500.00 must be submitted to and approved by the Board or CEO, respectively, for Board Committees and Management Committees.
8. As of June 2024, the following CPA Committees are designated as “Board Committees” and report directly to the Board through their designated Board liaison. Terms of Reference for each Committee follow as separate policies.
 - Finance, Administration and Audit Committee
 - Governance Committee
 - Fellows and Awards Committee
 - Public Policy Committee

- Committee on Ethics
 - Accreditation Panel for Doctoral and Residency Programs in Professional Psychology
9. As of June 2024, the following CPA Committees are designated as “Management Committees” reporting to the Board through the CEO. Terms of Reference for each Committee follow as separate policies.
- Scientific Affairs
 - Professional Affairs
 - Education and Training
 - Convention
 - Membership
 - Council of Sections
 - International Relations
 - Knowledge Sharing Group / Reconciliation with Indigenous Peoples
 - Human Rights and Equity
 - Past Presidents

Roles and Responsibilities:

Committee

The duties of each committee shall include all the responsibilities assigned to it by the Board or CEO, respectively for Board and Management Committees. The Board may at any time, by resolution, assign additional responsibilities to a committee. Committees consider the responsibilities referred to them and then provide advice to the Board and/or CEO through recommendations for a specific action or direction.

Committee Chair

Board committees will normally be chaired or co-chaired by a Director who will act as liaison with the Board. In cases where the committee is not chaired by a Director, a Director will be appointed as a liaison. Management Committees are normally chaired or co-chaired by a member of the CPA’s Head Office Staff; with some exceptions, staff serve as the Secretariat on some Management Committees.

The Committee Chair(s) shall be responsible for the effective functioning of the Committee. Chairs of a committee will, unless otherwise determined by the Board or CEO:

- ensure that specific workplans and timelines are developed for the assigned tasks according to the priorities of the Board or CEO.
- work collaboratively with Committee members and the Association’s resource staff to provide advice effectively and efficiently to the Board or CEO on the issues that have been referred to it and/or are within the mandate of the Committee.

- establish the agenda and supporting materials for each Committee meeting (and as applicable, in consultation with the Association's assigned staff to the Committee), and ensure they are distributed to Committee members in a timely manner in advance of meetings.
- review the draft minutes of each Committee meeting.
- keep the Board (directly or via the Board liaison, if assigned) or CEO informed of the Committee's progress and any emerging issues that may be of concern to the CPA's Head Office and/or the Board of Directors.
- Prepare and submit progress and annual reports to the Board or CEO on the activities of the Committee.
- Bring forward recommendations for further consideration by the Board or the CEO.

Committee Members:

Committee members may be drawn from the membership of the Association. As approved by the Board or CEO, as applicable, committee membership may also include external individual non-members, provided that a majority of committee members are members of the Association.

If not officially appointed to a particular committee, the President is an ex-officio, non-voting member of each Board committee, and may attend any meeting thereof if/as time permits. The CEO may attend and participate in management committee meetings in a non-voting capacity.

Committee members are responsible for fulfilling the Terms of Reference of the Committee. To this effect, Committee members will actively participate in discussions pertaining to the work addressed by the Committee, and work on projects or issues brought forward by the Committee, the Board of Directors, the Chief Executive Officer (CEO) and via the Board or CEO, from Sections and/or CPA members and affiliates as appropriate.

To this end, Committee members shall:

- Conduct business in the best interests of the Association.
- Prepare for meetings by reviewing materials in advance.
- Attend and participate in meetings.
- Work collaboratively with other members.
- Actively participate in the work of the Committee and complete designated tasks in a timely manner and to the best of their ability.
- Act in accordance with the CPA's By-laws.
- Adhere to the CPA's *Canadian Code of Ethics for Psychologists* and the association's code of conduct policies for volunteers.
- Meet regularly at the call of the Chair to address the tasks identified in the Committee's work plan.
- Confirm their meeting attendance to the Chair or assigned staff resource.



CPA Staff Person:

Each Board and Management Committee shall be assigned a staff person. Responsibilities of the assigned staff person shall include:

- Holding an orientation meeting with new Committee Chair(s)
- Joint meetings with Chair(s) (regular [e.g., monthly, quarterly] and/or as needed)
- Assisting in the establishment of Committee priorities
- Assisting in the development and maintenance of the Committee's workplan
- Drafting Committee reports for the Chair's review
- Setting up, note-taking, and participating in meetings of the whole Committee (as requested by the Chair)
- Maintaining Committee documentation (e.g., Committee list/terms, webpage, meeting attendance)
- Assisting with the onboarding/offboarding of Committee members
- Sending communications on behalf of the Chair
- Serving as a liaison between the Committee and CPA Senior Staff on relevant activities
- Working with other CPA staff on communication and promotional needs
- Updating Committee information in the CPA's annual report
- Preparing and maintaining the Committee's budget

As needed, other staff, in addition to the assigned staff member, may also be called upon to assist the Committee in fulfilling its Terms of Reference.

Policy Name: Education and Training Committee

Policy Number	CWG – 10
Date Approved	June 19, 2024
Date Updated	

Policy Statements:

The Education and Training Committee is a CPA Management Committee that reports to the CEO, who provides updates to the Board. Terms of Reference follow.

Terms of Reference:

1. **Purpose:** The purpose of the Education and Training Committee is to address the education, training and career development needs of students, educators, scientists and/or practitioners of psychology across their lifespan.
2. **Goals:** The goals of the Education and Training Committee are as follows:
 - To support and promote education and training in psychology throughout all stages of university study.
 - To address and/or support the development of standards for undergraduate study in psychology, inclusive of training guidelines, learning outcomes, and competencies
 - To provide opportunities for the development of pre- and post-graduate skills and competencies that will equip psychologists to carry out their roles as evidence-informed scientists, educators, and practitioners.
 - To recognize the contributions of teachers, trainers, and students of psychology.
 - To advocate on behalf of psychology educators and students.
3. **Committee Responsibilities:** Without limiting the committee duties described in Committees Framework (CWG) – 1, specific responsibilities of the Committee shall include:
 - overseeing, reviewing and administering criteria for approval of individual continuing education events and sponsors;
 - making relevant, quality, and timely education workshops and materials accessible to the membership through such vehicles as the CPA Annual National Convention, CPA publications, CPA website, and online courses;
 - supporting and developing educational and training opportunities for students;
 - encouraging nominations for the CPA Award for Distinguished Contributions to Education and Training in Psychology and provide input on this award to the Committee on Fellows and Awards
 - supporting the positive development of students in psychology;
 - collaborating with bodies internal to CPA concerned with education and training (e.g., CPA Accreditation Panel, CPA Practice Directorate, CPA Convention Committee, CPA Membership Committee, CPA Section on Students) and external to CPA (e.g., Association of State and

Provincial Psychology Boards, Council of Canadian Departments of Psychology, Canadian Council of Professional Psychology Programs) on matters related to principles and standards of education;

- responding to other matters as appropriate at the direction of the CPA Board, the request of senior CPA staff, and/or at the instigation of Committee members;
 - communicating the Committee’s mandate and activities effectively to the CPA’s membership (e.g., social media, CPA News); and
 - assisting in the development of education materials for the general public and other relevant parties on psychological matters that respond to their interests and needs (e.g., through social media, public lectures, Psychology Works Fact Sheets).
4. **Accountability:** The Education and Training Committee shall be chaired by the Director of the Board representing Education (referred hereinafter as “Chair”), who also serves as Board liaison, and the CPA’s Education and Professional Development Advisor (referred hereinafter as “Co-Chair”).

The Education and Training Committee is a Management Committee that reports to the CEO, who provides updates to the Board.

Amendments to the Committee’s Terms of Reference shall be submitted to the CEO for approval prior to implementation.

The Committee shall also submit in the Fall of each year the following to the CEO:

- A workplan for approval prior to its implementation – the workplan may include ongoing projects in progress, projects previously approved by the CEO, and proposed new projects; and
- A list of Committee members.

The Committee shall also submit activity reports to the CEO in the Fall, Winter, and Spring that align with the CPA’s Board meetings.

The Committee shall ensure that all responsibilities outlined in the “Committee Roles and Responsibilities” section of the Terms of Reference have been fulfilled.

5. **Committee Size and Composition:** Committee members may be drawn primarily or exclusively from the membership of the Association. As approved by the CEO, committee membership may also include external individual non-members, provided that a majority of committee members are members of the Association.

The goal of each committee chair is to recruit a minimum of 10 CPA members and affiliates (including the Chair) that reflect, as far as practicable, the diversity of the CPA’s general membership as relates but not limited to: gender, linguistic, geographical, and cultural representation.

In addition, the committee shall be comprised of:

- A Chair of both an undergraduate and graduate psychology department

- A Chair of both a clinical and experimental psychology department
- A Director of Training or representative of a residency training site
- Two student representatives, one from an Undergraduate program and one from a Graduate program.

6. Roles and Responsibilities: Chair, Members, Staff

Chair: The Committee Chair will perform the duties described in Committees Framework (CWG) - 1.

Members: Committee members may be drawn primarily or exclusively from the membership of the Association. As approved by the CEO, committee membership may also include external individual non-members, provided that a majority of committee members are members of the Association.

Committee members are responsible for fulfilling the Terms of Reference of the Committee. To this effect, members actively participate in all discussions pertaining to the work addressed by the Committee, and work on projects or issues brought forward by the CEO, the Board of Directors, and via the Board or CEO, by the Sections and/or the members/affiliates as appropriate.

To this end, committee members will perform the duties described in Committees Framework (CWG) - 1.

CPA Staff Person: In addition to the Chair responsibilities described in Committees Framework (CWG) – 1, the Co-Chair as assigned staff person, will also have the staff person responsibilities described in Committees Framework (CWG) – 1.

As needed, other CPA staff may also be called upon to assist the Committee in fulfilling its Terms of Reference.

7. Committee Term Length: Chair and Members


Chair: The Chair's terms is three years in duration (or part thereof), typically in alignment with their term on the CPA's Board of Directors. The Chair's term is renewable for up to one additional three-year term (or part thereof), for a maximum of six years. The Co-Chair's term does not have an expiration date.

Chairs are appointed/approved by the CEO.

Members: Committee members are invited by the Chair for a three-year term (or part thereof). Member terms may be renewed for up to one additional three-year term (or part thereof), for a maximum of six years.

Membership recruitment and retirement should be staggered to ensure continuity and Committee organizational memory.

Exceptionally, upon approval by the CEO, the Committee may renew a committee member for more than two terms if it can be demonstrated that it is in the best interest of the Committee to do so. Renewal is subject to determining the member's continuing ability to provide input or



make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

8. **Meetings:** The Committee meets throughout the year with a meeting, in-person or virtual, taking place during or around the CPA's Annual National Convention. Additional virtual meetings may be called throughout the year as needed. Throughout the year, communication will take place primarily through e-mail.

Management Committee meetings shall be open to CPA Members and Affiliates who may attend as observers at the discretion of and with the prior approval of the Chair.

The CEO may attend management committee meeting in a non-voting capacity.

9. **Budget:** All CPA Management Committees are assigned a nominal budget of \$500.00 per year to offset costs (e.g., food and beverage) associated with holding an in-person meeting during the CPA's Annual National Convention.

Unused funds do not carry over beyond the fall of a given year nor to the next fiscal year.

The Committee's budget is managed by the CPA staff person assigned to the Committee.

Requests for funds above the \$500.00 must be submitted to and approved by the CEO.