

Policy Name: Committees Framework

Policy Number	Committees Framework (CWG) – 1
Date Approved	
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structure at least every two years, with a goal of identifying and disbanding Committees that are no longer needed or no longer active, and, if required, establishing new Committees.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: International Relations Committee – Terms of Reference

Policy Number	CWG – 14
Date Approved	
Date Updated	

Policy Statements:

The International Relations Committee is a CPA Management Committee reporting to the Board through the CEO. Terms of Reference follow.

Terms of Reference:

1. **Purpose:** The purpose of the International Relations Committee is to foster interactions between psychologists in Canada and their colleagues abroad.
2. **Goals:** Within this mandate, the goals of the International Relations Committee are as follows:
 - Promote an international perspective within Canadian psychology.
 - Actively encourage the use of psychological knowledge internationally.
3. **Committee Responsibilities:** Without limiting the committee duties described in Committees Framework (CWG) – 1, specific responsibilities of the Committee shall include:
 - Providing advice to the CPA’s Head Office, CPA Board, and/or President and to respond on all matters of CPA business of an international nature placed before it by the CPA Head Office or Board.
 - Organizing activities at the CPA convention to promote awareness of activities and issues of concern within international psychology.
 - Advising the Board on attracting and staging of international events of value to the Canadian scientific community.
 - Promoting awareness of international meetings and conferences and encourage the participation and attendance of Canadian psychologists.
 - Promoting program development for international exchange and attendance through the identification of agencies or other sources through which funds may be channeled to advance Canadian participation or sponsorship of these activities.
 - Soliciting and submitting nominations annually for the CPA Award for Distinguished Contributions to the International Advancement of Psychology.
 - Monitoring any and all international accomplishments, recognitions, and special activities of merit by CPA members and other international news of importance to CPA members and communicating these to the appropriate persons for dissemination within CPA via Psynopsis, CPA News, or the CPA website.
 - Reporting to the CPA Board, through the CEO, on all business conducted on its behalf.

In addition to the above responsibilities, the Committee shall maintain a Canadian National Panel for the International Union of Psychological Science (CNP/IUPsyS) in support of Canada's affiliation with the IUPsyS – see the Terms of Reference for the CNP/IUPsyS approved by the CPA's Board in 2021.

4. **Accountability:** The International Relations Committee shall be chaired by a member of the Committee (referred hereinafter as “Chair”) that is approved by the CEO.

The International Relations Committee is a Management Committee that reports to the CEO, who provides updates to the Board.

The Committee is also appointed with a Board Liaison as determined by the CPA's President.

The Committee is assigned a CPA staff person – the CPA's Scientific Affairs Leader. The Scientific Affairs Leader shall serve in an ex-officio manner as the Secretariat without voting rights and as liaison to the CPA's Senior Staff.

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:** 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, and sub-discipline interest.

In addition, the committee shall be comprised of members who are concerned with, knowledgeable about and familiar with international issues related to psychology. Expertise in international research, practice, education, and policy shall be desired.

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: Responsibilities of the assigned staff person are those described in Committees Framework (CWG) – 1. In addition, the CPA’s Scientific Affairs Leader serves as a point of contact for the National Research Council of Canada in its support of the Canadian National Panel for IUPSyS.

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.

7. Committee Term Length: Chair and Members

Chair: Chair terms are three years in duration (or part thereof), renewable for up to one additional three-year term (or part thereof), for a maximum of six years.

Exceptionally, upon approval by the CEO, the Committee may renew the Chair 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 Chair’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 perspectives.

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. In addition, virtual meetings of the Committee may be called by the Chair or any three Committee Members at any time. 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 meetings 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.

As noted, 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.