

# Committee Structure

## ORGANIZATION STRUCTURE

Standing Committees and subcommittees of Standing Committees, act on behalf and report directly to the Board of Directors (see *General Committee Responsibilities*, #3-3).

The Association's Standing Committees are:

- Marketing Committee (see *Marketing Committee*, #5-1)
- Education Committee (see *Education Committee*, #5-2)
- Ethics Committee (see *Ethics Committee*, #5-3)
- Ad-hoc Committee (see *Ad-hoc Committee*, #5-4)

## NOMINATIONS AND APPOINTMENTS (STANDING COMMITTEES)

### Committee Chair

Standing committees may recommend a Chairperson by motion to the Board of Directors. The most senior Committee Member, if possible, should be invited to fill the position. Where no recommendations are forthcoming, the Board of Directors, at their discretion, appoints the Chairperson. All Chairpersons of the Standing Committees must be Certified Members who have maintained their status with the Association.

### Committee Members

Each year the Chairperson of the Standing Committees make a general call for nominations for new Committee Member appointments. Subsequently, the Committee Chairperson recommends nominees to the Board of Directors for approval.

The nominees:

- must be Members of the Association who have maintained their status with the Association; and
- are expected to commit to a minimum one (1) year term on the Committee unless otherwise specified in the "Committee Composition" below.

## CONDITIONS FOR TEMPORARY REMOVAL FROM VOLUNTEER POSITIONS

1. Volunteer Members from Standing Committees, Ad-hoc Committees, task forces, and representatives of the Association to other groups initiating in the following actions will be subject to temporary removal from their volunteer position until such time as all initiated actions have been resolved:
  - a) In litigation or has served notice of potential litigation against the Association;

- b) In litigation or has served notice of potential litigation with/against another Member of the Association;
  - c) In litigation or has served notice of potential litigation with the National Association;
  - d) In litigation or has served notice of potential litigation with Association sponsors or consultants; and
  - e) Any other action perceived to be in conflict with the Association. All perceived conflicts must be reviewed by the Association's Ombudsperson.
2. If, at the time that this policy is implemented, a Member is involved in an action and holds a position on a Standing Committee, Ad-hoc Committee, task force, or represents the Association to other groups, the Member may remain in their position until the end of term of their position. If upon the expiration of the term, the Member is still involved in an action, the Member will not be eligible to fill a voluntary vacancy until such time as the action is resolved.

## **COMMITTEE COMPOSITION**

### **Marketing Committee**

#### **Mandate**

This committee focuses on developing marketing and sponsorship opportunities for the Association.

#### **Specific Responsibilities of the Chairperson**

The Marketing Chairperson will:

1. Work closely with the Board of Directors to create long-term and short-term strategic plans.
2. Actively recruit Committee Members and direct Members as to specific mandates within the committee.
3. Collect Member Project Proposal applications, and together with Members of the Marketing Committee, scrutinize applications.
4. Report to the Board of Directors at scheduled meetings including:
  - recommendations for successful Member Project Proposal applications (see the *Member Project Proposal, #7-7*), and
  - projects.
5. Provide leadership to Committee Members and be a source of information, ideas, and contacts.

### **Specific Objectives of the Committee**

The Marketing Committee will:

1. Develop long-term and short-term strategic plans that will promote the Association, its Members, and the profession to potential sponsors, exhibitors, suppliers, consumers, general public.
2. Investigate and develop public relations and special events campaigns.
3. Develop relationships with major corporate charity events to increase awareness.
4. Investigate and develop advertising campaigns.
5. Work with the National Marketing Committee and other Regional Chapters to access sponsorship materials and contracts for use within the province of Alberta.
6. Seek out sponsorship dollars to finance marketing initiatives within the province of Alberta.
7. Continuously update the Association's website and ensure that the website and its contents are aligned with the goals, objectives, and strategic plans of the Association.

### **Education Committee**

#### **Mandate**

This Committee focuses on the Continuing Education of the Association. It is responsible for:

- the promotion of an educational framework that serves to advance the profession; and
- the exchange of information and research between Members of the Association, the Members of other professional groups, and the general public.

#### **Specific Responsibilities of the Chairperson**

The Education Chairperson will:

1. Report to the Board of Directors at scheduled meetings including:
  - recommendations for continuing education courses;
  - research and scholarship activities; and
  - projects.
2. Work with the Vice-President to create and compile information for the Association's Newsletter. The Newsletter is to be issued quarterly.

## **Specific Objectives of the Committee**

The Education Committee will:

1. Oversee and assist in the ongoing education of all Members of the Association. This will include:
  - seeking out new and interesting course programming pertinent to the continuing education of Members of the Association;
  - recruiting courses in subject areas that Members of the Association may be deficient;
  - informing Members of available and upcoming courses;
  - recruitment of new and informative educational courses; and
  - ensuring that course content is specific to the Scope of Practice of the Association.
2. Apply for continuing education units (CEUs) from the Education Committee of the Canadian Athletic Therapists Association.
3. Attempt to run a minimum of one course per year.
4. Ensure that the allotted budget made available by the Membership be used to the maximum benefit for the AATA Membership.
5. Strive to host financially profitable courses that provide funding to further education and research initiatives and awards
6. Update and make available a schedule of optional courses on the Association's website.
7. Make available new courses based on requests submitted by Members of the Association.
8. Work with the Vice-President to organize the Association's Annual Student Research Day, which is held the same weekend as the AGM.

Liaise with the Board of Directors to adopt Position Papers and Official Statements (see *Position Paper and Official Statement Disclaimer, #7-6*).

## **Ethics Committee**

### **Mandate**

This Committee serves to protect Members of the Association and the general public from breaches of the *Code of Ethics, #7-1* and *Scope of Practice, #7-2* under which Members of the Association practice.

### **Specific Responsibilities of the Chairperson**

The Ethics Chairperson will:

1. Report to the Board of Directors at scheduled meetings including:
  - matters of due process related to investigations,
  - follow-up actions recommended following Ethics Committee investigations, and
  - proposed changes to the Code of Ethics document (see *Code of Ethics*, #7-1).
2. Receive all complaints and follow the procedures outlined in the *Code of Ethics*, #7-1.
3. Instruct the Members of the Ethics Committee on their mandate to consider the evidence brought forth to determine whether a breach of the *Code of Ethics* is substantiated.
4. Maintain a cumulative file of past investigations, including the final decisions of each and subsequent disciplinary action(s). These files shall be held in strictest confidence and forwarded to the incoming Chairperson at the end of the outgoing Chairperson's term.
5. Remove him or herself from the case at hand and ask the Board of Directors to appoint an interim Chairperson in the event of the Chairperson perceives that he or she is in a conflict of interest or in a situation where there may be a reasonable apprehension of bias.

### **Specific Objectives of the Committee**

1. Ethics Committee Members will be chosen in such a way as to reflect a diversity of practice settings, geography, backgrounds, gender and experience.
2. No Member shall participate in any complaint where he/she perceives that there may be a reasonable apprehension of bias or the presence of an actual, potential, or apparent conflict of interest might reasonably be questioned. The Chairperson shall name another Member with status maintained to fill the Member's place in the investigation and judging of the complaint until the complaint's conclusion.
3. Members of the Ethics Committee shall remain on the Committee until the conclusion of the case in which they are involved.
6. The policies and procedures governing the Code of Conduct of the Ethics Committee can be found in the Appendix (see *Code of Ethics*, #7-1).

### **Ad-hoc Committee**

#### **Mandate**

This Committee is struck with a specifically mandated purpose as directed by the Board of Directors.

#### **Specific Responsibilities of the Chairperson**

The Ad-hoc Chairperson will:

1. Oversee and assist in special projects as directed by the Board of Directors.
2. Report to the Board of Directors at scheduled meetings including matters of investigating or pursuing a particular mandate as directed by the Board of Directors.