

CAMRT-MB Advisory Council

Terms of Reference

Purpose

The Advisory Council provides advice and support to the Canadian Association of Medical Radiation Technologists (CAMRT) staff and Board of Directors regarding issues relating to MRT practice and provincial member services in Manitoba.

Roles and Responsibilities

- a) To help assess, through the network of site ambassadors and other members, program and provincial service needs for MRTs in Manitoba
- b) To help identify educational and other programming needs for MRTs in Manitoba
- c) To assist as appropriate in the organization and implementation of provincial educational and social events
- d) To help identify potential advocacy issues for the MRT profession in Manitoba
- e) To monitor and participate in advocacy programs targeted at stakeholders in Manitoba
- f) To identify candidates for the Awards and Member Recognition program
- g) To advise CAMRT staff on other provincial issues and sensitivities
- h) To take on other responsibilities, as this advisory council evolves

Membership

The committee will consist of, at minimum, Eight (8) MRT members, including:

- A chair, selected ed by the Advisory Council in coordination with the Provincial Manager for Manitoba
- Seven (7) regular Council members

The CAMRT Provincial manager for Manitoba is an ex-officio member of this council

The representative to the CAMRT Board of Directors from Manitoba is an ex-officio member of this council.

Requirements

All Council members are members of CAMRT-MB.

Required competencies / Criteria for the Committee

- The committee will include at least one member from each MRT discipline.
- Membership of the committee should also be geographically diverse.
- Prior volunteer experience in CAMRT, or another provincial MRT organization is an asset.

Terms of Office**

Chair – 2-year term, renewable once

Council Members – 1-2-year term, renewable once

(in the first year of this Advisory Council, the terms are to be staggered, to ensure continuity and avoid a full turnover after 2 years)

Staff Liaison

Provincial Manager, CAMRT-MB

Meetings

- 1 face-to-face meeting/year with additional meetings as required.
- Teleconferences as required

Reporting

The Council will work primarily with the Provincial Manager, Manitoba, who with the CAMRT Director of Membership and Events, will coordinate communication to the CAMRT Senior Management Team. The CAMRT Director of Membership and Events, in coordination with the Provincial Manager for Manitoba, will report on the committee's activities within each staff report to the board.

Minutes

Minutes will be taken at all meetings and archived at the CAMRT Office as specified in the records retention policy. All members of the committee shall receive copies of the minutes.

Voting

All members of the committee hold a vote, other than the Director to the CAMRT Board. In the event of a tie vote, the chair has a second (tie breaking) vote.

Quorum

Quorum consists of 50% of the voting members plus one.

Budget

A budget for activities and meetings planned by the committee will be developed by the Provincial Manager for CAMRT-MB.