

# CAMRT-AB 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 Alberta, Canada.

### Roles and Responsibilities

- a) To help assess, through the network of site ambassadors and other members, program and provincial service needs for MRTs in Alberta, Canada
- b) To help identify educational and other programming needs for MRTs in Alberta, Canada
- 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 Alberta, Canada
- e) To monitor and participate in advocacy programs targeted at stakeholders in Alberta, Canada
- f) To identify candidates for the Awards and Member Recognition program
- g) To advise CAMRT staff on other provincial/regional 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 Alberta, Canada
- Seven (7) regular Council members
- The CAMRT Provincial manager for Alberta, Canada is an ex-officio member of this council
- The representatives to the CAMRT Board of Directors, Alberta is an ex-officio member of this council.

### Requirements

All Council members are members of CAMRT-AB.

### 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-AB

**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, Alberta Canada, 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 Alberta, Canada, 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 Directors 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-AB.