



## Alberta College of Speech-Language Pathologists and Audiologists (ACSLPA)

### Council Member Job Description

#### Authority and Responsibility

ACSLPA Council serves as the governing body of ACSLPA and fulfills specific roles and responsibilities set out in the *Health Professions Act*. These include:

- Ensuring regulation of speech-language pathologists and audiologists in a manner that protects and serves the public of Alberta;
- Establishing and monitoring compliance with the strategic plan and governance policies of the College;
- Exercising oversight of the financial affairs of the College;
- Approving standards of practice, code of ethics, practice guidelines and other College documents;
- Responding to proposals and recommendations brought forward to Council;
- Proposing changes to governing legislation; and
- Leading and guiding the professions and practice of speech-language pathology and audiology.

#### Powers & Duties of Council

The powers and duties of Council are defined in Parts X and XI of the *ACSLPA Bylaws*. In addition, a Council member will:

1. Attend all Council meetings (in-person/teleconferences/videoconference), the ACSLPA Members' Forum, and other ACSLPA events, as required.<sup>1</sup>
2. Arrive prepared for meetings by reviewing all pre-circulated materials.
3. Be familiar with ACSLPA governing legislation (*Health Professions Act, Speech-Language Pathologists and Audiologists Profession Regulation*), *ACSLPA Bylaws*, policies and procedures and the strategic plan.
4. Be fully informed on organizational matters and participate in Council deliberations, discussions and decisions.

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<sup>1</sup> Section 9.17.2.6 of the *ACSLPA Bylaws* states that the position of an elected Member of Council shall be deemed to be vacant if the Member is absent from two (2) meetings of Council per fiscal year without permission of Council and it is resolved at a subsequent meeting of Council that the Member of Council's position be vacated.

5. Support Council decisions once they have been approved and keep Council discussions confidential.
6. Comply with all Council policies.
7. Review and approve *ACSLPA Bylaws* amendments.
8. Participate in the development of the ACSLPA strategic plan.
9. Provide oversight to, and approve, the ACSLPA annual budget, quarterly financial statements and audited financial statements.
10. Participate in developing and maintaining positive and collaborative relationships with Council members, College committee members, regulated members, staff members, and external stakeholders in order to enhance ACSLPA's mission.
11. Demonstrate a willingness to develop knowledge and skills in board governance.
12. Serve on committees of Council, as required.
13. Perform other duties as required.

## **Specific Duties**

### ***President (From Section 9.20 of the ACSLPA Bylaws)***

*The President shall:*

- *be a Regulated Member of the College;*
- *attend meetings of the Council;*
- *be the chief elected officer of the College and, as such, shall exercise general supervision and administration over the governance of the College;*
- *preside over General Meetings and meetings of the Council and shall be Chair of all such meetings;*
- *serve as or designate a Member of Council as a non-voting, ex officio member of all committees of Council;*
- *have a casting vote to decide any question before the College or Council where there is a tie vote other than the election of Members of Council; and*
- *perform all other duties that may be prescribed by Council.*

In addition, the President will:

- Serve as the primary liaison between Council and the Registrar/CEO. In this capacity, the President will:
  - Hold a least one meeting per month with the Registrar/CEO to keep abreast of College matters;
  - Ensure that the annual performance review of the Registrar/CEO is completed;
  - Works with the Registrar/CEO to establish the agenda for all meetings of Council;
- Act as one of the official spokespersons for the College;
- Will represent or appoint an ACSLPA representative on the Board of Directors of the Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR);
- Attend, as required, relevant meetings with external stakeholders, i.e., the Alberta Health Minister/Deputy Minister, Faculty of Rehabilitation Medicine;

- Summarize, either verbally or in writing, all activities/meetings attended, to be shared at each Council meeting;
- Ensure that structures and procedures are in place for effective recruitment and orientation of council members;
- Ensure that structures and procedures are in place for annual evaluation of Council performance;
- Have signing authority for ACSLPA, as outlined in policy;
- Perform other duties as required.

***Vice President (From Section 9.21 of the ACSLPA Bylaws)***

*The Vice President shall:*

- *be a regulated member of the College;*
- *attend meetings of Council;*
- *in the absence or disability of the President, or if the President requests, perform the duties and exercise the powers of the President;*
- *automatically succeed to the office of President in the event of the disqualification or resignation of the President;*
- *oversee various committees designated by Council; and*
- *perform all other duties as assigned by Council.*

In addition, the Vice President will:

- Will represent or appoint an ACSLPA representative as the voting member of the Pan-Canadian Alliance of Speech-Language Pathology and Audiology Associations;
- Summarize, either verbally or in writing, all activities/meetings attended, to be shared at each Council meeting;
- Perform other duties as required.

***Member of Council (From Section 9.22 of the ACSLPA Bylaws)***

*A Member of Council shall:*

- *be a Regulated Member of the College;*
- *attend meetings of Council; and*
- *perform other duties as assigned by Council.*

***Public Members on council (From Section 9.23 of the ACSLPA Bylaws)***

- *Council shall prescribe the duties of the Public Members on Council, subject to the Act; and*
- *Public Members shall be entitled to vote on every matter before Council.*

## **Term**

Terms of office are defined in the *ACSLPA Bylaws*. The term for an elected Member of Council is three years. Elections will be conducted with the intention of one-third of the positions eligible for election each year.

The number of terms is defined in the *ACSLPA Bylaws*. An elected Member of Council is eligible for election for a maximum of two consecutive terms.

Terms of office for Public Members appointed by the Lieutenant Governor in Council are in accordance with the appointments.

Council members may be released at the end of the appointed term, by resigning, or according to the *ACSLPA Bylaws*.

**Review Date: June 9, 2018**