

Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

TOR-06 SUCCESSION PLANNING SUBCOMMITTEE TERMS OF REFERENCE

1.0 PURPOSE

The purpose of the Succession Planning Subcommittee of the Joint Accreditation Committee (JAC) is to ensure that the JAC has a succession plan with related policy and processes in place to maintain the appropriate number and composition of members with requisite competencies and attributes. The subcommittee ensures timely recruitment and recommends applicants for appointment to the JAC.

2.0 COMPOSITION AND APPOINTMENT

The Succession Planning Subcommittee shall comprise three (3) members nominated by the JAC and reflect the knowledge, skills and diversity of the JAC.

The Chair of the JAC sits on the subcommittee and may also be a member of any of the above organizations.

OTA & PTA EAP Program Manager is an ex-officio, non-voting member of the subcommittee.

3.0 ACCOUNTABILITY

The Succession Planning Subcommittee is accountable to the JAC.

4.0 TERM OF OFFICE

The term of office is three (3) years, renewable twice to a maximum of nine (9) years. A member's renewal is at the invitation of the Chair of the JAC.

5.0 DUTIES

- 5.1 Ensure that:
 - i. appropriate policies and procedures are in place supporting best practices in succession planning
 - ii. the number and composition of members as outlined in the JAC's Terms of Reference are maintained.
 - iii. continuity of experience via staggering succession.
 - iv. elections and appointments comply with the JAC's Terms of Reference.
- 5.2 Determine the gaps in the composition of the JAC members by conducting an annual assessment of skills and attributes.

- 5.3 Seek nominations from potential members to augment any identified strengths and fill any identified gaps. Recruitment for diversity of ability, geographical location, race (Black, Indigenous Peoples, People of Colour), sexual orientation, gender identity or expression (LGBTQ2S+) and language will facilitate the inclusion of many different experiences and perspectives.
- 5.4 Make recommendations to the JAC or JAC Chair regarding appointments and renewals.
- 5.5 Maintain records of recruitment history, e.g., names suggested, who was approached, and outcomes of contacts.
- 5.6. Provide oversight of the JAC member orientation process, including review and input to the relevant sections of the JAC Handbook.
- 5.7 Suggest mentors for new members and provide input into the ongoing JAC member education and development needs.

6.0 VOTING and QUORUM

- 6.1 Quorum at committee meetings is a simple majority of members.
- 6.2 At all meetings of the committee, every motion shall be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion shall be lost.

7.0 MEETINGS

- 7.1 The Succession Planning Subcommittee will meet at least twice each year, and remotely as necessary.
- 7.2 The OTA & PTA EAP will assist in scheduling of the meetings.

8.0 MINUTES

Minutes of all meetings will be recorded and copies will be maintained by the OTA & PTA EAP.

9.0 EXPENSES

- 9.1 Expenses for any meetings will be paid by the OTA & PTA EAP.
- 9.2 Expenses of meeting participants for travel, accommodation, and meals to attend the face-to-face meeting(s) will be paid for by OTA & PTA EAP in accordance with established policies and procedures.

Policy Number: TOR-06	
Date of last revision	Associated documents
Nov 2016 March 2021	TOR-02 Joint Accreditation Committee GUIDE-04 Recruitment of JAC Members