



Time Commitment Guidelines for Committees

The position involves preparation for meetings by reviewing agenda materials and case summaries. Non-Council members are expected to attend training and orientation sessions required by the College. For additional information on Committees please refer to the [2018 Annual Report](#) as well as [Ensuring Professional Conduct](#).

Below is a summary of each Committee and the estimated time commitment required.

Committee	Time Commitment
Discipline The Discipline Committee is responsible for conducting hearings related to allegations of RMTs' professional misconduct or incompetence. As part of this process, the Committee may make decisions to revoke or suspend an RMT's Certificate of Registration or impose other terms and conditions, where appropriate.	3-4 in-person Committee/training days per year. If selected to be part of a Discipline panel, the time commitment could be 2-7 days per hearing, if the matter is contested.
Inquiries, Complaints and Reports The Inquiries, Complaints and Reports Committee (ICRC) investigates complaints, inquiries, and reported concerns regarding RMTs and determines a course of action in accordance with legislation, including referral to the Discipline Committee for allegations of professional misconduct or incompetence. The Committee also has the authority to conduct inquiries for incapacity issues and can refer incapacity concerns to the Fitness to Practise Committee.	2-3 in-person Committee/training days per year, 1 full day in-person panel meeting every 6 weeks and occasional short teleconferences.
Registration The Registration Committee is responsible for developing policies and processes related to registration that are transparent, objective, impartial and fair. The Committee	4-5 meetings per year, 2-3 of which may be half-day teleconferences.

<p>reviews applications that have been referred by the Registrar on a case-by case basis to ensure that all applicants meet the requirements set out by the regulation. The Committee also provides oversight to the Certification Examinations developed and administered by the College.</p>	
<p>Quality Assurance</p> <p>The Quality Assurance Committee has responsibility for implementing a quality assurance program in accordance with regulations prescribed by the <i>Regulated Health Professions Act</i>.</p>	<p>6-7 full day in-person Committee meetings per year; 6-8 full day in-person panel meetings per year and occasional short teleconferences.</p>
<p>Client Relations</p> <p>The Client Relations Committee has responsibility for all programs and measures that are designed to prevent or deal with sexual abuse of clients by RMTs. This responsibility has been extended to address aspects of relations between RMTs and their clients.</p>	<p>1 full day in-person meeting and 2-3 half day in-person.</p>