

ALBERTA SOCIETY OF HEALTH AND SAFETY PROFESSIONALS
REGISTRATION COMMITTEE TERMS OF REFERENCE



NAME

The name of the committee shall be the Alberta Society of Health and Safety Professionals Registration Committee (The Registration Committee).

MEMBERSHIP

Membership of The Registration Committee is comprised of the following:

- Registration Committee Chair (the “Chair”) – The Registration Committee Chair is appointed by the Board as per bylaw 9.4 of the Bylaws of the Alberta Society of Health and Safety Professionals (The Society).
- Registration Committee Member – Members of The Committee will be members in good standing with the Society. In addition to the Chair, there will be a minimum of two (2) members, and a maximum of four (4).
- At least one member must be from an Occupational Health and Safety Generalist Category (Professional, Practitioner, Candidate) and at least one member must be from the Occupational Hygiene Category (Professional, Practitioner, Candidate).

MEMBERSHIP SELECTION AND TERM OF OFFICE

Members shall be volunteers from the general membership and appointed by the Chair in accordance with bylaw 9.6. Registration Committee Members will serve without remuneration, but may be compensated for reasonable expenses associated with fulfilling their responsibilities.

The Term of Office will be a minimum of one (1) year, with the opportunity to extend at the discretion of the Chair. Committee Members will be appointed by the Chair within two (2) weeks of the approval of these Terms of Reference.

At least thirty (30) days prior to the anniversary date of the original appointments, and every subsequent anniversary date, the Chair shall invite members in good standing to put their names forward for consideration as Committee Members. After receiving the names, the Chair shall appoint the Committee Members on or before the anniversary date to serve for the upcoming one (1) year Term of Office.

If a position becomes vacant at any time during the Term of Office, then the Chair may invite members in good standing to put their names forward for consideration to fill the vacant position, and the Chair may fill any vacancy.

SCOPE AND RESPONSIBILITY

The Registration Committee is responsible for the following:

- Developing the membership application review and approval process.
- Reviewing all membership applications to determine eligibility and the appropriate membership category as per section 2 of the bylaws.
- Confirming qualifications as per section 2 of the bylaws and the membership application review and approval process.
- Communicating with prospective members regarding the application process, required information, and committee decisions regarding membership.
- As per bylaw 2.6, approve all applications that, in the opinion of the Registration Committee, the applicant meets all the requirements for membership into to the sought-after category of membership.
- Creating and sending correspondence regarding acceptance or rejection.
- Forwarding notice of approvals to the Registrar.

In addition to managing the general business of the Registration Committee and other responsibilities set out in these Terms of Reference, the Chair is responsible for the following:

- writing an annual report pursuant to bylaw 9.8 and submitting the annual report to the Board within thirty (30) days of the Annual General Meeting.

GOVERNANCE

1. General Business:

Subject to the bylaws, The Registration Committee may establish its own process for the creation, review, and maintenance of the membership application review and approval process.

2. General Meetings:

The Registration Committee will continuously work on its responsibilities, but shall hold a minimum of three (3) general meetings during the Term of Office.

All general meetings shall be called by the Chair who shall preside over all meetings of the Committee. If the Chair is unable to attend a meeting, the Chair may appoint another member of the Committee to preside over the meeting.

The Committee may establish its own process for conducting a general meeting.

The Chair plus one half of the committee members shall constitute quorum at a general meeting.

Meetings may be held by any means that allows all attending Committee Members to effectively communicate with each other.

RELATIONSHIP TO OTHER COMMITTEES /ENTITIES

The Registration Committee may consult with the Board, Executive Committee, Officers, Board Members, or other Society Committees as it determines necessary to fulfill its responsibilities.

APPROVAL

The Terms of Reference for the Registration Committee was approved by the Board on February 20, 2018.