


Policy Title: VOLUNTARY ROSTER REGISTRATION COMMITTEE TERMS OF REFERENCE		Policy Section: IV Governance Process	Policy Number: IV-20.13
Approved By:	Date Approved:	Last Revision Date:	Board Chair's Signature: 
Board of Directors	Sept 23, 2024 Effective: Sept 23, 2024	Next Revision Date: Sept 2027	

BACKGROUND

The Voluntary Roster Registration Committee's purpose, mandate, and authority are derived from the CMLTO By-Law, Board Policies, and the Voluntary Roster Registration Committee Terms of Reference Policy.

PURPOSE

This policy has been created to outline the CMLTO Voluntary Roster Registration Committee Terms of Reference, including the purpose, responsibilities, authority, and structure of the Committee.

The Voluntary Roster Registration Committee (the "Committee") is established as a Standing Committee pursuant to the CMLTO By-Law / Article 5 - Committees. Relevant Board Policy and/or section(s) of the CMLTO By-Law are referenced at the end of policy statements, as required.

POLICY

1.0 PURPOSE AND MANDATE OF THE VOLUNTARY ROSTER REGISTRATION COMMITTEE

The scope of the Voluntary Roster Registration Committee is limited to reviewing, deliberating on, and advising the Registrar & CEO on their decision related to applications referred to the Committee due to reasonable doubts about an applicant's eligibility for inclusion on the Voluntary Roster.

2.0 DUTIES AND RESPONSIBILITIES

The Voluntary Roster Registration Committee is responsible for reviewing applications referred by the Registrar & CEO where reasonable doubts exist regarding an applicant's eligibility for inclusion on the Voluntary Roster.

The Committee will:

- Review referred applications, including the applicant's submitted materials, to determine whether they meet the necessary requirements for inclusion on the Voluntary Roster,

- Conduct a thorough assessment of each case, considering all relevant information and documentation, and
- Render a written decision on the application, which will be communicated to the Registrar & CEO.

3.0 AUTHORITY

3.1. Reporting Relationships

The Voluntary Roster Registration Committee reports to the Registrar & CEO.

4.0 COMPOSITION

4.1. Membership

4.1.1. Committee Membership

The Voluntary Roster Registration Committee will **convene as necessary**.

The Members of the Voluntary Roster Registration Committee shall be appointed by the Registrar & CEO and be composed of:

- At least one (2) Professional Members of the Registration Committee, one of whom must be a Board Member,
- At least one (1) Public Member of the Registration Committee,
- At least one (1) Registered Medical Laboratory Technician who is a Voluntary Roster Affiliate in good standing, preferably with familiarity and/or experience with the CMLTO processes.

The Chair of the Committee will be designated by the Registrar & CEO.

4.2. Term of Office

The term of office of the Voluntary Roster Registration Committee will be limited to the duration of each meeting, specifically convened to address individual case(s).

4.3. Committee Chair

The Registrar & CEO, when appointing a Voluntary Roster Registration Committee, shall designate one member as the Committee Chair.

5.0 MEETINGS

The Committee meetings are governed by the provisions of the CMLTO By-Law / Section - 5.8 Committee Meetings.

5.1. Frequency of Meetings

The Voluntary Roster Registration Committee will **convene on an as-needed basis**, at the call of the Registrar & CEO, **to discuss and resolve cases** where reasonable doubts exist regarding an applicant's eligibility for inclusion on the Voluntary Roster.

5.2. Quorum

A majority of the members of the Committee, at least one (1) of whom is a Public Board Member, constitutes a quorum for any meeting of the Committee.

6.0 MONITORING AND REPORTING

The Voluntary Roster Registration Committee reports its actions to the Registrar & CEO.

7.0 RESOURCES AND BUDGET

The Voluntary Roster Registration Committee meets on an as-needed basis to discuss and address individual cases. Therefore, resource and budget allocations will be made as required.

8.0 ADMINISTRATIVE SUPPORT

Administrative support is provided to the Voluntary Roster Registration Committee by:

- Registrar & CEO
- Senior Director, Regulatory Programs
- Coordinator, Registration
- Other advisors, as requested

9.0 REFERENCES

The Voluntary Roster Registration Committee Terms of Reference are in line with the values outlined throughout the CMLTO By-Law and the Board Policies, and must be reviewed and implemented in conjunction with:

- CMLTO By-Law:
 - Article 5 – Committees
 - Article 6 – Code of Conduct
 - Article 7 – Conflict of Interest
 - Article 8 – Confidentiality
- CMLTO Board Policies
 - GP IV-20 Statutory and Board Committee Principles Policy
 - GP IV-22 Role of Committee Chair Policy
- Voluntary Roster Registration Committee Policy Manual