




Policy Title: VOLUNTARY ROSTER QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE		Policy Section: IV Governance Process	Policy Number: IV-20.14
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 Quality Assurance Committee's purpose, mandate, and authority are derived from the CMLTO By-Law, Board Policies, and the Voluntary Roster Quality Assurance Committee Terms of Reference Policy.

PURPOSE

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

The Voluntary Roster Quality Assurance 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 QUALITY ASSURANCE COMMITTEE

The scope of the Voluntary Roster Quality Assurance Committee is limited to reviewing, deliberating on, and advising the Registrar & CEO on their decision related to cases of non-compliance of Voluntary Roster Affiliates who fail to fulfill the QA (Quality Assurance) obligations they voluntarily committed to as part of their inclusion in the CMLTO Voluntary Roster.

2.0 DUTIES AND RESPONSIBILITIES

The Voluntary Roster Quality Assurance Committee is responsible for reviewing and making decisions on matters related to Quality Assurance, including but not limited to cases involving non-compliant Voluntary Roster Affiliates.

3.0 AUTHORITY

3.1. Reporting Relationships

The Voluntary Roster Quality Assurance Committee reports to the Registrar & CEO.

4.0 COMPOSITION

4.1. Membership

4.1.1. Committee Membership

The Voluntary Roster Quality Assurance Committee will convene as necessary.

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

- At least one (2) Professional Members of the Quality Assurance Committee, one of whom must be a Board Member,
- At least one (1) Public Member of the Quality Assurance 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 Quality Assurance 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 Quality Assurance 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 Quality Assurance Committee will convene on an as-needed basis, at the call of the Registrar & CEO, to discuss and resolve cases involving non-compliant Voluntary Roster Affiliates.

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 Quality Assurance Committee reports its actions to the Registrar & CEO.

7.0 RESOURCES AND BUDGET

The Voluntary Roster Quality Assurance 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 Quality Assurance Committee by:

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

9.0 REFERENCES

The Voluntary Roster Quality Assurance 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 Quality Assurance Committee Policy Manual