

**College of Medical Laboratory Technologists of Manitoba**

**Terms of Reference**

<b>Position Reference</b>	<b>Policy Number</b>
<b>Job Description</b>	PR-6
Executive Committee	<b>Date of Approval</b>
	October 20, 2012
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	September 14, 2016, April 23, 2022
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**Purpose**

Acts on behalf of the College of Medical Laboratory Technologists Council to ensure that all legal responsibilities, the Medical Laboratory Technologist Act, Regulations, By-Laws, and policies are followed.

**Composition**

The Executive Committee shall be comprised of the Council Chair, Vice Chair, Secretary and Treasurer, as well as a non-voting public representative. The Committee may invite other non-voting members to participate, as required for information, clarification, and assistance. The Registrar/CEO is an ex-officio non-voting member.

**Authority**

To make decisions on behalf of the Council when emerging developments require them. The Committee shall have the authority to carry out all of its listed responsibilities.

**Responsibilities**

1. Makes decisions on behalf of the Council between Council meetings when emerging developments require them.
2. Ensures good governance by monitoring all decision making to ensure that it is based on the Mission, Vision, and Values of CMLTM.
3. Ensures that orientation programs are in place for introducing new Council members to the Council and providing ongoing mentoring, education, and support.
4. Ensures that a Strategic Plan is developed and monitors its implementation.
5. Oversees annual evaluations of the Council as whole, individual Council members, Committees, and the Registrar/CEO.
6. Financial authority - \$15,000 (transactional)

**Decisions**

Decisions of the Committee shall be by motion. No decisions may be made unless *a quorum is present*. Quorum shall be three voting members.

**Terms**

The Executive Committee terms shall be for the duration of election to their respective positions.

**Meetings**

The Committee shall meet at the call of the Chair as required, a minimum of two meetings per year. The Committee will meet between regular Council meetings, by teleconference, or in person as budget and agenda allow.

**Reporting**

The Chair shall provide reports, in writing, at the next immediate Council meeting.

The Chair shall submit minutes of all meetings to the CEO/Registrar, and to the next Council meeting. Additional information or updates may be communicated to the Council by e-mail, mail or fax when appropriate.

**Evaluation and Accountability**

1. Evaluation of the Executive Committee will be carried out annually by comparing the activities of the Committee to the Committee Terms of Reference.
2. The Committee is accountable to the Council as a whole and derives its authority only as directed by the Council.