



Executive Committee

Terms of Reference

Mandate:

The Committee has three broad responsibilities:

- to undertake its statutory responsibilities related to incapacity, incompetence and misconduct;
- to provide leadership to the Board and facilitate its efficient and effective functioning; and
- to act on behalf of the Board in certain circumstances

Specific functions include:

Approving the appointment of investigators to investigate alleged incompetence or professional misconduct referred by the Registrar, where the Committee has reasonable and probable grounds; Making statutory decisions regarding reports of investigations for professional misconduct, and referrals from the Inquiry Committee and Registrar related to incapacity; Decisions to prosecute unauthorized practice, based on recommendations and investigative reports from the Inquiry Committee; Making policy recommendations to the Board and providing input into background materials for the information of the Board.

Membership:

Four committee members: 2 appointed member of the board and 2 elected Optician Members of the board. All Committee members are elected by board.

Nature of Committee Work:

Committee work is of an analytical policy decision-making nature, and includes analysis of statutory materials.

Reporting Relationships:

The Committee has all the powers of the Board, between Board meetings, with respect to matters that the Committee believes require immediate attention (excluding the power to make, amend or revoke Regulations or By-laws). The Committee makes regular and annual reports to the Board.

Time Commitment:

One meeting day per month minimum. Approximately one day of preparation per day of meeting.

Staff Support:

Registrar and Manager of Quality Assurance

Legal Counsel

There are funds available for training relating to the nature of the Committee's work, and members are encouraged to submit their training proposals to the Board of Directors for approval.

Resource Materials:

Committee Correspondence

Statutes:

- BC Health Professions Act, 1996
- Opticians Regulations, 2002
- COBC Bylaws, 2006
- Standards of Practice, 2004

Reviewed and Approved:

Next Suggested Review: