

SASW COUNCIL

Terms of Reference

AUTHORITY

- Section 8 of *The Social Workers Act* and the first 12 sections of *The Social Workers Administrative By-laws* provide for the creation and functioning of the Council. Section 8 of *The Act* states, “The council shall govern, manage and regulate the affairs and business of the association”.
- Together the above provisions currently authorize that Council consists of 9 members, of which 5 constitute quorum. Two of the 9 are the public representatives appointed by government.

PURPOSE

- Define the results to be achieved by SASW
- Develop, implement and evaluate governance processes
- Hire, monitor and evaluate the results of the Executive Director
- Define the operating parameters/decision-making scope of the Executive Director
- Define through policy the operating parameters of the organization along the lines of registration, operations and personnel management

OUTCOMES

- Vision, mission, values and principles statements, and the existence of priorities and goals
- Approved policy in the areas of personnel, membership registration and association operations
- Effective financial management
- Ongoing financial accountability and reporting to the membership
- An effective and open process to manage succession to Council membership
- Training, development and evaluation of Council members
- Effective processes for the engagement of membership
- Regular tracking and review of approved Association initiatives
- The Executive Director reports to Council . Day-to-day accountability and reporting is to the President, unless this is delegated to another member of Council.

CONDUCT AND OPERATIONAL ASSUMPTIONS

- Individual viewpoints are sought and respected
- Council seeks advice from Advisory Board as required
- Issues are presented for challenge and debate
- Time availability is acknowledged in the setting and conduct of meetings
- Council has ‘one voice’ when providing direction to the Executive Director
- Council has ‘one voice’ when communicating decisions to stakeholders

- Council members provide support to the learning objectives of individual Council members
- In line with the policy titled, “Professional Self-Regulation”, care is to be taken that Council members do not interact with the regulatory functions managed by the Professional Conduct and Discipline Committees. The policy directs that regulatory processes are to operate with complete independence from the rest of the Association’s operations. However, Council does set operational policy for the Professional Conduct and Discipline Committees and they do report to Council on their overall plans and activities.

PERFORMANCE MEASUREMENT (how Council measures its success)

- Statements exist for vision, mission and for operational values and principles
- Regular review of SASW action plan addressing new initiatives and directions coming out of a strategic planning exercise. Noting progress, giving revised direction and adjusting time-lines
- The existence of a current policy manual covering personnel management, organization operations and member registration
- Tracking questions and concerns presented to Council by members and the nature of the response required
- Periodic reflection by Council itself on the general operation of the Association
- Annual assessment on progress made toward identified goals
- Assessment of the way in which work is shared around the Council table

STRUCTURE

- Positions and primary responsibilities are as contained in sections three to eight of The Social Workers Administrative By-laws
- Special projects/tasks may be assigned from time to time to individual Council members

RESOURCES

- Time required of Council members includes 9 meetings a year. Five of these would be Council meetings, three would be Advisory Board meetings (in person) and one would be the AGM. In addition there would be time required to fulfill any individual roles carried at the Council table.
- Staff support to the effective operation of Council comes from the Executive Director, the Registrar and the Office Administrator.

COMMUNICATIONS

- The main method will be the regular meetings of Council and the Advisory Board. In between these, email and telephone will be used for communication with and among Council members. Special meetings may be called if

circumstances warrant. Council meetings may be held in person or by telephone conference.

- The Advisory Board is the main mechanism of communication with, and for the taking of advice from the membership.
- At times Council members may be required to communicate directly and independently with Branches and external individuals or groups.

POTENTIAL RISKS

- The key risk is volunteer time available to achieve all that needs attention.
- To respond will mean that time will always need to be managed wisely. Council needs to use its time effectively, and to ensure that any committee struggling to make progress is supported to keep on track through adjustment of expectations/priority or its volunteer resources.

ISSUES MANAGEMENT

- Issues from external sources are to be managed by the Executive Director who determines if the President should be involved in responding. In some cases these matters will be brought to the Council table.
- Issues internal to Council and its successful operation are to remain at the Council table.
- Issues with staff are to be managed according to approved policy, in a confidential way that is focused upon performance improvement and support of required outcomes.

SCHEDULE

- Materials required for Council and Advisory Board meetings are to be provided to the SASW office 10 days in advance of the meeting date. This is so they can be packaged and sent with the meeting agenda or so that any further work required by staff can be completed by the meeting date.

August 24, 2009