



**Transitional Council of the
College of Homeopaths of Ontario**

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www.collegeofhomeopaths.on.ca

PLEASE POST AND DISTRIBUTE TO INTERESTED PARTIES

Transitional Council of the College of Homeopaths of Ontario

CALL FOR INTERESTED PARTIES

**Non-Council Positions
As at January 16, 2012**

Call/Application Distributed: January 16, 201

Application Return Date: February 13, 2012

Current Unpaid, Non-Council Positions Available:

Performance / Behavior Indicators Panel

The transitional Council of the College of Homeopaths of Ontario (TC-CHO) is recruiting four (4) highly talented and skilled individuals to sit on the Performance / Behaviour Indicator Panel.

To apply for these positions please complete the "Application for Non-Council Members" and "Self Assessment Questionnaire" found at website www.collegeofhomeopaths.on.ca.

Below you will find the position profile and an outline of the roles and responsibilities for participation with the transitional Council of the College of Homeopaths of Ontario (TC-CHO or transitional Council).

Thank you in advance to all who express an interest in this opportunity. Due to limited resources, we will only be contacting those who will be invited for an interview. All applications and resumes will be kept on file for future reference.

Please return your application package including:

1. Completed TC-CHO Call for Volunteers Application Form
2. Completed Self Assessment Questionnaire
3. Current resume

Please return your application no later than February 13, 2012 to:

Transitional Council of the College of Homeopaths of Ontario
163 Queen Street East, 4th Floor
Toronto, ON M5A 1S1
Phone: 416-862-4780 Toll free: 1-877-883-8083
Fax: 416-874-4077
Email: info@collegeofhomeopaths.on.ca



Purpose:

Effective governance depends on the right mixture of knowledge, skills, experience, and diversity among the members of the Council and those supporting the transitional Council's efforts. Non Council member provide essential expertise that assists the transitional Council in fulfilling its mandate in the regulation of homeopathy in the Province of Ontario.

Policy:

The Council will select non-Council members according to their knowledge, skills, experience and judgment suitable for the particular role.

Skills and Expertise:

Non-Council members will be retained based on needs identified and outlined in position profiles based on the knowledge, skills, experience and judgment required to complete the work in a professional and timely manner.

The TC-CHO recognizes a non-Council member's contribution as critical on the road to proclamation of the Homeopathy Act. Due to budget constraints these are unpaid appointments.

Roles and Responsibilities for Participation:

Every member of Council and every committee or working group member, staff member or volunteer shall, in the performance of his or her duties:

- a) familiarize himself or herself with the *Homeopathy Act, 2007* ("the Act"), the *Regulated Health Professions Act, 1991* ("RHPA"), the bylaws and any policies of the College;
- b) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- c) comply with the provisions of the Act, the RHPA, the bylaws, any policies of the College and rules that are adopted by Council, from time to time;
- d) regularly attend meetings on time and participate constructively in discussions;
- e) ensure that confidential matters coming to his or her attention in their involvement with the TC-CHO are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- f) conduct himself or herself in an appropriate manner with College staff, members of Council or members of the committees or working group, future members and members of the public;
- g) comply with the College's Code of Conduct, which is attached as Schedule 4 to the bylaws¹ and forms part of these bylaws;
- h) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the bylaws;
- i) step down from his or her position in the event that allegations regarding his or her conduct, competence or capacity are referred to the Registrar until such time as the matter has been finally disposed of; and perform the duties associated with his or her

¹ A copy of the TC-CHO Bylaws can be downloaded from the TC-CHO website at www.collegeofhomeopaths.on.ca.

position conscientiously and with due care and diligence in a manner that serves and protects the public interest.

Public Communications

All public, future member and media contact shall be channeled and coordinated through the Registrar's office. Any Council or committee member or any member of a working group or volunteer being asked to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar's office.

Conflict of Interest

All Council and committee / working group members and volunteers have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Council and committee / working group members and volunteers have a duty to uphold and further the intent of the Act to regulate the practice and profession of homeopathy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the TC-CHO Bylaws.

IMPORTANT:

- A) The transitional Council is seeking FOUR (4) non-Council members to sit on the Performance / Behaviour Indicators Panel.
- B) Interested individuals must be available to attend up to six (6) full-day meetings between March 12 and March 23, 2012.
- C) Individuals who previously participated in competency development are excluded from this process. This will result in greater number of homeopaths participating in the work of the transitional Council.

Individuals who applied for the Competency Working Group or other advertised positions but were NOT chosen should reapply for this Panel if interested.
- D) Meetings will be held in-person at 163 Queen Street East, Toronto. It is anticipated that this will occur in THREE (3) consecutive sets of TWO (2)-full day meetings during the period of March 12th to March 23rd, 2012.
- E) These days may be amended slightly in order to facilitate the consultant's availability.
- F) Reimbursement for transportation expenses may be available for the Performance / Behavior Indicators Panel depending upon budget availability. We appreciate your flexibility and understanding as funding details for this project are being finalized.

PERFORMANCE / BEHAVIOR INDICATORS PANEL*

Mandate

The Performance / Behaviour Indicators Panel is a non-statutory group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*. The Performance / Behaviour Indicators Panel develops the performance / behaviour indicators based on the approved Competency Profile.

Scope and Purpose

The Performance / Behaviour Indicators Panel reports to the Steering Working Group.

The Performance / Behaviour Indicators Panel is responsible for:

- a. Signing a non-disclosure agreement if deemed appropriate;
- b. Participating collaboratively in 3 two-day workshops with a purpose to develop and populate the preliminary entry to practice performance / behaviour indicators which are tied to the Competency Profile for the profession of homeopathy;
- c. Collaborating with the Panel members, TC-CHO, Staff and Consultant in a professional, productive and solutions-based manner;
- d. Analyzing briefing materials and reports and providing constructive feedback by communicating ideas clearly;
- e. Revising, editing and proofreading documents and reports, as required;
- f. Submitting an annual report on its activities to the transitional Council; and,
- g. Submitting monthly and quarterly reports to Executive Committee and Council.

Composition

The composition of the Performance / Behaviour Indicators Panel will have full representation of the profession including educators, practitioners, critical stakeholders and regional representatives and representatives of the public. All members of the Performance / Behaviour Indicators Panel are voting members.

The Performance / Behaviour Indicators Panel shall be composed of:

- a. Three (3) members who are professional members of Council;
- b. Four (4) non-Council members;
- c. One (1) Public Members who is members of Council;
- d. Members are selected by Council subject to Section 13.13 of the By-laws Eligibility for Appointment

Term

The term of office of a Committee member shall commence immediately after the appointment and shall continue until the preliminary performance / behaviour indicators document is developed

Frequency and Location of Meetings

The Performance / Behaviour Indicators Panel will meet for approximately (6) days. It is anticipated that this will occur in three-two consecutive full day meetings during the period of March 12th to March 23rd, 2012 at 163 Queen Street East.

*Source: Performance / Behaviour Indicators Panel Draft Terms of Reference, January 2012.

