

5.2.4 Professional Practices Committee

BOARD OF DIRECTORS

PROFESSIONAL PRACTICES COMMITTEE - TERMS OF REFERENCE

1.0 Preamble

The Professional Practices Chair is a representative of the CAC. The Chair shall provide assistance to the Board in fulfilling its responsibility to the CAC by reviewing and monitoring issues and policies related to the Professional Coaching department of the CAC, and shall act as a resource to the Board, Staff and CAC on matters related to professionalism in coaching.

2.0 Mandate

Oversee the implementation of Code of Conduct with regards to Discipline Procedures. Provide guidance as requested on matters related to professional practice in coaching.

3.0 Scope

The Chair will perform the following key duties:

- 3.1** When applicable, review requests from the License and Registration Committee for special consideration to an applicant's designation.

When applicable, provide guidance to CAC Staff involved with Professional Coaching in efforts to resolve complaints and disputes informally or with the assistance of a mediator.

- 3.2** When applicable, if informal resolution of a complaint or dispute is unsuccessful, the Chair is responsible for:

3.2.1 Provide oversight for the discipline and dispute resolution processes related to Professional Coaching, working with various stakeholders as appropriate.

3.2.2 Acting in a consultative and advisory role to the Discipline Panel, if requested, with regards to appropriate sanctioning or conditions. Provide oversight on matters related to process and policy for the Discipline Panel

- 3.3** Appraise the CAC Staff involved with Professional Coaching and the CAC Board of any professional practices issues arising from Registered Coaches or ChPC's.

4.0 Reporting Relationships

The Chair reports on the activities in status reports to the Board of Directors. The Chair may request staff support to assist with Board reporting.

5.0 Frequency of Meetings

The Chair will meet with staff by telephone or in person, as required.

6.0 Authority

The Chair will exercise its authority in accordance with the CAC Bylaws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the CAC Board of Directors, management or CAC staff.

7.0 Appointment

The Chair will be appointed by the CAC Board. The Chair must be a Chartered Professional Coaches (ChPCs) in good standing.

The Chair may serve a maximum of two consecutive three-year terms of office.

CAC staff involved with Professional Coaching will work closely with The Chair on all related matters. The Chair will receive the necessary resources from the CAC to fulfill its mandate. The Chair may consult with experts as he/she sees fit.

8.0 Amendments

These Terms of Reference were approved by the CAC Board on **September 22, 2014**. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Review date	Action	Board approval date
October 1 st 2015	Revised Terms of reference, in accordance with changes to the Code of Conduct and Disciplinary Procedure as well as the removal of 'CofC' in exchange for the updated Professional Coaching of CAC. Proposed by the Governance Review Committee	
October 8 th 2016	Housekeeping changes to ToR	October 2016
March 2018	Revised Terms of Reference to reduce position to one chair as an interim step	March 2018
October 2019	Revised Terms of Reference to incorporate term limits as well as expanding the role of the Chair to review special considerations in applicants as requested by the LRC	