

Purpose

The Executive Committee provides a mechanism for continuity and decision making on urgent organizational matters between Council meetings and sets Council meeting Agendas.

Membership

Council annually elects the members of the Executive Committee.

Voting members are:

- Council Chair, who serves as chair of the Committee
- Council Vice-Chair, who serves as vice chair of the Committee and will serve as chair of Council meetings at the request of the Council Chair.
- Member-at-large, who may be called upon to chair Council meetings periodically.

Authority and Accountability

- As per Council Bylaws section 16 (7), the Executive Committee is a standing committee of Council.
- The Executive Committee does not have authority to direct the Registrar, but may delegate some of its power or duties to the Registrar. (see Bylaws section 16 (8) and 16 (9)).
- The Executive Committee cannot alter, repeal or suspend a decision of Council.
- The *CPSA Governance Structure and Committees Policy* (forthcoming) categorizes this Committee as a Council/Standing Committee

Roles and Responsibilities

The Executive Committee:

1. Establishes the agenda for Council Meetings.
2. Reviews the results of the Council Meeting Feedback Surveys to make improvements and adjustments to upcoming meetings.
3. Connects with all Councillors regarding the Registrar's performance evaluation on an annual basis.
4. Ensures and reviews the succession planning process for the Registrar
5. Addresses urgent, organizational issues between Council meetings and reports back to Council on those issues.
6. Recommends policies and procedures to promote a just and respectful organizational culture through development of, review of, and compliance with Council and organization codes of conduct.

7. The Executive Committee will provide formal introductions of guests and speakers at the Council Retreat or other Council gatherings/events, or will assign other Council members to perform this role.
8. Represents Council at external meetings, including but not limited to:
 - a. Meetings with the Alberta Medical Association (AMA) and AMA meetings where Council members are invited to attend.
 - b. Canadian Medical Association (CMA) annual Health Summit (and/or General Council) – requirement for a physician member who is able to vote.
 - c. Federation of State Medical Boards (FSMB).
 - d. Federation of Medical Regulatory Authorities of Canada (FMRAC).
 - e. Other meetings of health professions regulatory organizations (e.g. CRNA, ACP) where Council members are invited to attend.
9. Additional responsibilities as required.

The Executive Committee and Governance Committee both have responsibilities in the following areas, with the specific timing and responsibility being different:

1. Follows up with individual Council members based on requests by the Governance Committee regarding the annual sign off of: Conflict of Interest Declarations, Code of Conduct Agreement, Confidentiality and Non-disclosure Agreement, and Councillor's Oath.
2. Reviews the results of the Annual Evaluation of Council Effectiveness and informs Council of actions taken.
3. Works with the Governance Committee to develop and deliver an orientation program for new members.
4. Promotes ongoing professional development of Council members.

Confidentiality

- All written materials and discussions related to decisions made at the meetings of the Committee are confidential except any information deemed necessary to communicate with stakeholders.
- The Confidentiality and Non-disclosure Agreement signed annually by all Council members extends to their work and actions on Council Committees.

Meetings

Frequency

- The Executive Committee meets at least annually, and normally will meet approximately 2 weeks before each Council meeting. The Chair will call other meetings as necessary.
- The Executive Committee meets with the AMA Executive twice a year.

Procedures

- The Executive Committee may determine procedures to be used at its meetings.
- The Executive Committee may meet in person, by teleconference or any other communications technology that permits all persons participating in the meeting to communicate with each other.

Decision Making

- Quorum shall be two members of the Executive Committee
- A decision of the Executive Committee may be made by consensus or simple majority support for a motion where the majority is determined based on the number of Committee members present for the vote.
- Decisions of the Executive Committee will be ratified by Council at its next scheduled meeting.

Records of the Committee

- Minutes shall be recorded for all meetings and will be approved by the Committee at its next meeting. Minutes will be made available to all Council members through the SharePoint site.
- The Executive Committee reports to Council on its activities as directed by Council.

Subcommittees

- Subject to sections 19 and 20 of the Health Professions Act, the Committee may, at its discretion, appoint a sub-committee to assist in the fulfillment of the Committee's roles and responsibilities.
- A sub-committee will have specific, defined tasks and deliverables as defined by the Executive Committee.
- A subcommittee's mandate shall end effective December 31 of each year but may be renewed at the discretion of the Executive Committee to complete assigned tasks.

Committee Resources (both financial and people resources)

- Council approves the budget for the Executive Committee.
- Executive Committee members are paid an honorarium and are reimbursed for their expenses as per CPSA's [Honoraria and Expense Policy](#). This includes approximately four, one-hour meetings per year that are not attended by CPSA staff.
- The Registrar and/or a delegate(s) as well as the Chief of Staff attend all Executive Committee meetings.
- The Senior Executive Assistant or a delegate will attend the meeting to capture next steps.

- Other CPSA staff will attend the Executive Committee meetings as requested or required.

Next Review Date – Fall/Winter 2026