

Terms of Reference Building Fund Initiatives Working Group September 2022

Purpose

The mandate of the Building Fund Initiatives Working Group (Working Group) is to oversee the \$5 million Council has allocated from the CPSA building fund to support programs, initiatives or research to benefit Albertans.

The Working Group is a time-limited ad hoc committee of Council.

Membership

The members serve on the Working Group until it is dissolved or until their term expires. Members include:

Role/Representation	Member
CPSA Council (voting)	Current Councillors of which: <ul style="list-style-type: none"> • 1 physician member • 1 public member
CPSA President (voting)	<ul style="list-style-type: none"> • CPSA President
Members at Large (voting)	<ul style="list-style-type: none"> • 2 members
CPSA Staff (non-voting)	<ul style="list-style-type: none"> • Registrar • Chief Financial Officer • Admin support
Additional Support (non-voting)	<ul style="list-style-type: none"> • Senior Accountant/Financial Analyst • Communications Advisor

The Chair of the Working Group will be selected by and from the members of the Working Group.

The Chair will preside at all meetings of the Working Group.

Terms of membership are for two years. Within the first year of the working group, the Working Group members will evaluate membership composition and terms of membership and make recommendations for what the future composition and terms of membership should be.

At any point in time, membership may be amended at Council's discretion.

Should a member resign or their term expire, a new member may be appointed by Council in accordance with membership requirements in this Terms of Reference.

Authority and Accountability

The Working Group is an ad hoc committee of Council for a period and frequency to be determined by Council until the funding for the building fund initiatives project(s) has been distributed.

The Working Group will report to Council following each committee meeting, and will provide a progress report to be tabled before Council at each Council meeting.

Roles and Responsibilities

The Working Group will:

- Draft the allowable project(s) criteria based on Council direction for the building fund initiatives funding.
- Present the criteria to Council for approval.
- Develop the decision criteria to evaluate funding proposals.
- Develop the partner criteria to work with CPSA on building fund initiatives.
- Present the partner criteria to Council for approval.
- Develop the application form for funding proposals.
- Seek partners to work with CPSA to support building fund initiatives.
- Provide direction to an external fundraising consultant, if required.
- Review applications for projects against approved decision criteria.
- Present list of project(s) to Council for approval.
- Award project funding to successful project applications.
- Provide input to Council/leadership on the time frame the building initiatives funding will be invested to inform development of updated applicable Investment Policies.
- Monitor the effectiveness and efficiency of the building fund initiatives process.
- Provide regular updates to Council that monitor the progress of the building fund initiative projects.
- Provide a summary report on the total building fund initiatives to Council.
- Review and make recommendations on changes, as necessary, to these Terms of Reference.

Meetings

Frequency:

- The Working Group will meet at least quarterly. Additional meetings may be called as required at the request of the Chair in consultation with the Registrar.

Procedures:

- Meetings may be held in-person or by video-conference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.

Decision Making:

- Quorum will be a simple majority of Council members on the Working Group.
- Decisions will be made by consensus or motion.
- A majority vote of Working Group members present at a meeting decides any vote.

Records of the Committee

- Notes of each meeting will be kept with a focus on action items and to inform next steps/agenda for the Working Group.
- The Executive Assistant to the Chief Financial Officer or designate will act as Recording Secretary for the Working Group.
- All Working Group records will be retained by CPSA per CPSA's retention schedule.

Confidentiality

- The Confidentiality and Non-disclosure Agreement signed annually by all Council members extends to their work and actions on the Working Group.

Subcommittees

- The Working Group may from time to time, as required, recommend to CPSA Council/Leadership Team the formation of working or project groups to achieve time-limited work.
- Council approves the formation of a working or project group. If formed, such a group will
 - Be established for a maximum length of time, appropriate to the purpose;
 - Report back to the Working Group on progress at regular intervals; and
 - Provide a written report to the Working Group upon completion of the task or project; and
 - Fulfill the deliverable for which it was formed.

Committee Resources

Council approves the budget of the Working Group.

Council members will be paid an honorarium and will be reimbursed for expenses in accordance with CPSA's Honoraria and Expense Policy. The honorarium and expenses of the Working Group will be sourced from the building fund initiatives budget.

The Registrar and Chief Financial Officer attend all Working Group meetings. Others may attend meetings as needed to provide specific knowledge or expertise on matters before the Working Group.

The Working Group may from time to time invite guest speakers/advisors for information. Guests will not be remunerated.

The Working Group may engage the services of an external consultant, based on CPSA procurement policies, to assist the fund raising activities. The cost of such external consultants will be sourced from the building fund initiatives budget.