The Chairs of Committees of Council, are appointed by the Council and as such, represent an important part in ensuring the integrity of the Council's processes and its commitment to good governance. Accordingly,

1 The result of the Committee Chairs' work is that the Committee acts in a manner that is in keeping with the rules legitimately imposed upon it from outside the organization and the governance policies and processes set by the Council of the College, including but not necessarily limited to all of the following.
   a) The *Regulated Health Professions Act, 1991*, including Schedule 2, the Health Professions Procedural Code, with specific attention to the sections that apply to the Committee to which the Chair is appointed.
   b) The *Naturopathy Act, 2007* and the regulations made thereunder.
   c) The by-laws of the College, with particular attention to article 15; and
   d) The Council's Governance Process and Council-CEO Linkage policies.

2 The authority of Committee Chairs includes as it is set out in the foundational documents enumerated in paragraph 1 and the following duties and responsibilities.
   a) Chairing Committee meetings, with all the commonly accepted power of that position (e.g. rulings, recognition), and in a manner that is consistent with Schedule 2 of the by-laws.
   b) Voting on matters before the Committee; however in the event of a tie vote, the motion is deemed to be defeated.
   c) Reviewing and approving briefings for Council on Committee matters being brought forward to Council and reporting to the Council on Committee matters requiring Council approval.
   d) Setting an agenda for each Committee meeting, working closely with the CEO or their delegate; and ensuring adherence to the following.
      i) At least once annually, review the Terms of Reference of the Committee to ensure compliance and to make any recommended amendments to the Council.
      ii) At least once annually, review any regulation(s) and program policies applicable to their Committee function and make recommendations to the Council for any changes.
   e) Reporting to the Council on Committee matters of concern;
   f) Except that the Chairs of Committees have,
      i) no independent authority to make decisions about matters before the Committee and;
      ii) no independent authority to supervise or direct the CEO or the staff.

3 The Chairs represent an important part of the integrity of Council commitments, and as such, the Chair shall also perform the following roles.
   a) Ensure that the activities of the Committee are consistent with the Governance Process policies of the Council.
   b) File a bi-monthly report to the Council on the Committee's activities to be included in the Council's Consent Agenda.

c) File an annual report to the Council on the Committee's activities to be included in the College's Annual Report, unless the Committee is a non-statutory Committee for which no report is required.

d) Ensure that Committee members are properly oriented and trained with respect to their duties and responsibilities, including the following.
   - i) The mandate of the Committee.
   - ii) Their legal duties and fiduciary responsibilities.
   - iii) Conflict of interest.
   - iv) Characteristics or types of bias and/or situations that may compromise the impartiality of assessment decisions.
   - v) Procedures to follow where there is a potential for bias.
   - vi) Actions to prevent discriminatory practices.

e) Ensure that Committee members properly disclose Conflicts of Interest.

f) Ensure that Committee members fulfill their Committee duties and responsibilities in accordance with section 15 of the by-laws, the Committee Terms of Reference and in a manner that is consistent with the Council's Governance Process policies.

g) Ensure that Committee members attend all Committee meetings, unless they have been otherwise excused by the Chair and are prepared for and participate in the Committee meetings.

h) Follow up with Committee members with regards to their attendance, preparedness and participation when required.

i) Report to the Council on Committee members with whom they have raised concerns.