

POLICY & PROCEDURES

GOV-03: ORIENTATION FOR PEAC MEMBERS

PREAMBLE

Physiotherapy Education Accreditation Canada acts as the decision-making body to review accreditation reports and make accreditation awards. In addition, and in accordance with the Bylaws, the primary roles of the Members are to i) elect the Board of Directors, ii) approve/amend the bylaw, iii) consider financial statements and iv) appoint an accountant.

The PEAC Board of Directors comprises four (4) to six (6) Directors including the President, the Director of Finance, the President Elect/Past President and one (1) to three (3) Members-at-Large. The PEAC Board of Directors is accountable to the Members and acts to supervise, control, and direct the affairs and business of the Corporation, review/revise/approve Policies and appoint the Executive Director. The Board may establish committees and appoint the chair and members of such committees; and may delegate to any committee any or all power, duties, and authority of the Board that may be lawfully delegated.

1.0 POLICY

- 1.1 PEAC will provide a Member Handbook for all new Members as soon as they are appointed.
- 1.2 An orientation session for newly appointed Members shall be held as soon as possible following the Annual General Meeting at which they are appointed.
- 1.3 New Members must complete the on-line education modules developed by the Association of Accrediting Agencies of Canada (AAAC) as part of orientation to PEAC.

2.0 PROCEDURES

- 2.1 The Member Handbook shall, at a minimum, include:
 - PEAC Fact sheets about
 - Development of the organization
 - Governance

- Peer Review Teams
- Accreditation and Regulation;
- Key Strategic Framework including Mission, Vision and Values;
- Bylaw;
- Accreditation Standards, including Policy and Procedures for Decision-Making and list of accredited education programs;
- Policies and Procedures;
- Communications Framework; and
- Member Directory and Meeting Schedule.

2.2 The initial Member orientation shall be held by teleconference and/or on-site prior to the new Member’s participation in a meeting.

The agenda for the orientation meeting should, at a minimum, include

- Welcome and introductions,
- Overview of agenda and purpose of orientation,
- Overview of accreditation including values for stakeholder and processes,
- Review of
 - PEAC organizational structure
 - Key Strategic Directions including Mission, Vision, and Values
 - Member roles and responsibilities
 - Evaluation process
 - Signing of Confidentiality Form.

Policy Number: GOV-03	
Date of last revision	Associated documents
<i>Nov 2009</i>	Member Handbook
<i>May 2012</i>	TOR-01 Governance
<i>June 2013</i>	Committee