

COMPLAINTS COMMITTEE TERMS OF REFERENCE

- 1. Reports to:** The MARRT Board of Directors
- 2. Purpose:**
 - 2.1. To receive and review complaints brought against a member in accordance with Part IV of the Registered Respiratory Therapists Act C.C.S.M. c. R115. (the Act)
- 3. Composition:**
 - 3.1. The Board shall appoint the committee comprised of:
 - 3.1.1. Three (3) individuals whose names are entered in the roster of active practicing members.
 - 3.1.2. Two (2) lay members, one of whom shall be appointed by the minister and the second member shall be appointed by the Board.
 - 3.1.3. The Board shall appoint one of the members to be the Chair.
- 4. Quorum:**
 - 4.1. Quorum shall be three (3) committee members.
- 5. Terms of Office:**
 - 5.1. Members shall serve a term of two years, renewable.
 - 5.2. The Board shall review the committee members on an annual basis.
- 6. Meetings:**
 - 6.1. The committee shall meet on an annual basis to review the complaints process according to the Act.
 - 6.2. The committee shall meet at the call of the Chair to review a complaint brought against a member.
- 7. Terms of Reference:**
 - 7.1. The terms of reference shall be reviewed by the committee on an annual basis.
 - 7.2. Changes to the terms shall be submitted to the Board for review.