

# MARRT Policy Manual

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## F-01 Expense Reimbursement

| Section | Date Issued   | Revision Date(s)        | Date of Last Review |
|---------|---------------|-------------------------|---------------------|
| Finance | December 1992 | Oct/02, Sept/07, Nov/17 | Nov 2017            |

### 1. POLICY STATEMENT

To reimburse board and committee members for expenses incurred while representing MARRT at meetings, conferences and other board related activities.

### 2. DEFINITIONS

None.

### 3. POLICY

The MARRT will reimburse officers and committee members the direct costs of attending MARRT meetings and activities. Reimbursement will include:

- Mileage at \$0.44/km
- Parking
- Per diem to cover travel/incidental expenses while on MARRT business - \$102.65 (based on Government of Canada Per Diem Guidelines. This rate is subject to change with inflation.

### 4. PROCEDURE

A completed expense summary form, including all receipts, to be forwarded to the Association Manager and/or Treasurer of the MARRT for reimbursement.

### 5. REFERENCES

Government of Canada Per Diem Guidelines, <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>, as of November 2017

# F-02 Financial Management

| Section | Date Issued    | Revision Date(s) | Date of Last Review |
|---------|----------------|------------------|---------------------|
| Finance | September 2013 |                  |                     |

## 1. POLICY STATEMENT

This document outlines the financial management procedures for the Manitoba Association of Registered Respiratory Therapists.

This policy will serve to ensure that appropriate financial management practices are in place and that appropriate measures are taken to secure the funds of the organization.

## 2. DEFINITIONS

None.

## 3. POLICY

- There will be a minimum of three designated signing authorities for the organization.
- Designated signing authorities must not be related in any way (husband/wife; son/father; etc.)
- Cheques
  - All cheques written must be signed by two of the designated signing authorities.
  - Signing authorities are not permitted to sign blank cheques.
  - All blank cheques are to be kept in a secure and preferably locked location.
  - If cancelled cheques are returned from the bank they should be kept in a secure, preferably locked location.
- Association bank accounts must have restrictions in place as follows:
  - Release amount - \$0.00
  - ATM withdrawal - \$0.00
  - Point of sale transactions - \$0.00
  - 3rd party transactions - \$0.00
- Treasurer/Finance Committee must submit formal financial reports to the Board of Directors quarterly or more frequently as determined by the Executive. Any additional reports requested will be provided within 10 business days of request by the Board/Executive.
- Investments will be managed by the Finance Committee in consultation with the financial advisor. All investment recommendations will be ratified by the Board of Directors.

- Annual budget will be prepared by the Finance Committee and submitted to the Board/Executive one month prior to the end of the fiscal year.
- Expenditures that fall within the budgeted amounts and which do not exceed \$500.00 do not require board approval. Expenditures that exceed \$500.00 or are not accounted for in the budget must be approved by motion of the Board of Directors.
- Cash Transactions - if cash receipts are accepted, appropriate procedures should be followed:
  - Cash receipts must be counted and recorded as soon as possible from the time that they were received.
- Always ensure that there are at least two people present when cash is being handled.
- Once cash has been counted, lock it up in a location that can only be accessed by authorized individuals.
- If cash must be taken to a member's home, have that member sign for the cash and provide proof of deposit to the organizations bank account.
  - Make bank deposits regularly to avoid having significant amounts of cash on hand.
- Reimbursement - expenses incurred by directors or staff during the course of conducting approved association business will be reimbursed. An expense summary must be completed and receipts for all expenditures submitted.
- A year end financial review will be conducted by an independent accounting firm as approved by the Board of Directors per the bylaws of the organization.

# F-03 Event Registration Policy

| Section | Date Issued   | Revision Date(s) | Date of Last Review |
|---------|---------------|------------------|---------------------|
| Finance | December 2015 |                  |                     |

## 1. POLICY STATEMENT

This document outlines the registration process for vendors and members related to be both registration and cancellation of registration for MARRT events.

To ensure that the forum registration process is carried out in a timely manner, and to set the criteria for cancellation of registrations.

## 2. DEFINITIONS

None.

## 3. POLICY

### Vendor Registrations:

- Vendor registration for the annual MARRT Education Forum will open a minimum of 90 days prior to the event.
- Vendors will be notified by email using the vendor list compiled by the Forum Committee
- Registration must be done on-line through the MARRT member management system
- Payment must be received a minimum of 45 days prior to the event
- Requests for cancellation received a minimum of 30 days prior to the event will be granted a reimbursement equivalent to 50% of the total fee charged
- Requests for cancellation received less than 30 days prior to the event will not be eligible for reimbursement of any portion of the fee paid

### Member Registrations:

- Member registration for the annual MARRT Education Forum will open a minimum of 45 days prior to the event.
- Members will be notified by email that forum registration has opened
- Registration must be done on-line through the MARRT member management system
- Online payment using a credit card is the only accepted method of payment
- Requests for cancellation will not be considered and refunds will not be provided.

## G-01 Legal Counsel

| Section    | Date Issued | Revision Date(s)        | Date of Last Review |
|------------|-------------|-------------------------|---------------------|
| Governance | March 1988  | Aug/90, Oct/02, June/15 | June/15             |

### 1. POLICY STATEMENT

To allow Complaints/Investigation/Discipline committees to function without delay and to operate in an informed, consistent, and effective manner with access to legal counsel thereby while controlling incurred legal costs to budgeted amounts

### 2. DEFINITIONS

None.

### 3. POLICY

A fee schedule from the legal representative will be obtained and be current for each year.

The Complaints, Investigation and Discipline Committee Chair persons and the Investigator have Board of Directors approval to communicate with legal counsel so long as the cost incurred is within the annual budgeted amount. When legal counsel is required above the budgeted amount, approval from the BOD is required.

# G-02 Tendering of Capital Equipment

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | April 1991  | Oct/02           | Oct/02              |

## 1. POLICY STATEMENT

To provide assurances that fair and equitable procedures are followed for all capital equipment purchases by the Association.

## 2. DEFINITIONS

None.

## 3. POLICY

Capital equipment is defined as any purchase greater than five hundred dollars (\$500).

All capital equipment purchases for the MARRT shall be tendered to a minimum of three (3) suppliers (excluding highly specialized or exclusive products). Sealed quotations from the suppliers will be reviewed by the Executive for final selection.



## G-03 Board Member Honoraria

| Section    | Date Issued | Revision Date(s)                                  | Date of Last Review |
|------------|-------------|---|---------------------|
| Governance | Dec/92      | June/99, Oct/02, Sept/07, Oct/11, Sept/15, Nov/16 | Nov/16              |

### 1. POLICY STATEMENT

The honorarium is intended to recognize board members for involvement in the profession. It also is meant as a token reimbursement for the time commitment required to carry out the duties and responsibilities associated with service on the board.

### 2. DEFINITIONS

Eligible Board members are those who meet **both** of the following criteria:

- Hold one of the following positions
  - President, President Elect, Secretary, Treasurer, Past President, Director-at-Large Government Representative, Student Representative
- Attend **at least two thirds** of the scheduled meetings during the year.

Year:

- For purposes of determining eligibility for the honorarium, the years shall consist of the period between AGM's. The practice will reflect the start times for newly elected board members.

### 3. POLICY

The MARRT will provide an annual honorarium to eligible board members.

This honorarium will be distributed following the board meeting which immediately precedes the Annual General Meeting (AGM).

The honorarium will be an amount equal to the sum of the cost of MARRT dues plus the cost of Canadian Society of Respiratory Therapists (CSRT) dues for the year in which the individual serves as a member on the board.

Any public members will receive an honorarium equaling the sum of the cost of MARRT dues plus the cost of Canadian Society of Respiratory Therapists (CSRT) dues.

#### 4. PROCEDURE

- The Treasurer shall keep a log which tracks all board meetings held during the year and includes a record of attendance at each meeting. (Addendum A)
- A prorated honoraria will be granted to Board members who were appointed mid-fiscal year. The prorated amount will be calculated as follows: honoraria divided by the number of meetings held during the fiscal year= honoraria per meeting, multiplied by the number of meetings attended.
- Each year following the last Board meeting before the AGM, the Treasurer shall utilize the eligibility criteria and determine which Board members will receive an honorarium.
- The Treasurer will ensure that honorarium cheques are generated and distributed to eligible members in a timely manner.
- Any difference of opinion between a Board member and the Treasurer regarding eligibility for the honorarium may be presented for appeal at the next scheduled Board meeting. Appeals must be made before the end of the fiscal year in which the honoraria are being paid. If a board member is deemed ineligible, the BOD will review the case and make a final ruling on eligibility.
- To receive the full honorarium annually, the RRT Board members must meet all policy criteria and produce evidence of CSRT membership. If a board member is not a member of CSRT, and meets all other criteria the member will be reimbursed for the MARRT dues only.
- MARRT RRT Board Members must attend one annual Board educational session annually.

## G-04 Student Representative to MARRT Board of Directors

| Section    | Date Issued    | Revision Date(s) | Date of Last Review |
|------------|----------------|------------------|---------------------|
| Governance | September 2007 |                  | 2015                |

### 1. POLICY STATEMENT

To foster student respiratory therapist's interest in board governance and to allow them to participate in various MARRT committees, where applicable, without requiring them to commit to a full year term.

### 2. DEFINITIONS

None.

### 3. POLICY

Students with interest must express their interest to the MARRT Board via email. The Board reserves the right to cap the number of participants. Students may be enrolled in any year of the respiratory therapy program.

Each student selected to participate will attend a minimum of one MARRT meeting. If possible, they are encouraged to meet with a member of the Board, ahead of the meeting, to get a general overview of Board function.

Students will coordinate with a member of the MARRT Board, to arrange a meeting date which they are able to attend. There will be a maximum of one student permitted to attend any particular MARRT Board Meeting.

Students will attend meetings as observers, but may be permitted to participate on MARRT committees as members.

It is the student's responsibility to obtain any time off from classroom or clinical work to attend the meetings.

Students will be required to sign the confidentiality agreement.

Any documents or materials distributed to the student shall be returned to the Board after the meeting.

# G-05 Code of Conduct

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | Sept 2012   | April/2016       | April/2016          |

## 1. POLICY STATEMENT

The Code of Conduct is available to all members of the board, and is included in the orientation package. It was developed to assist in guiding members in the performance of their functions on the MARRT board, to define confidentiality, and to assist in determining and managing conflict of interest, while promoting public confidence in the MARRT board's commitment to integrity, impartiality, and transparency in governance. The following descriptors will assist the members in ensuring the conditions of the Code of Conduct are met.

## 2. DEFINITIONS

None.

## 3. POLICY

- **Personal Behaviour:**

- Act ethically and with integrity while adhering to the policies of the MARRT board.
- Consider all available information before making decisions fairly and impartially.
- Treat fellow members with respect, courtesy, and fairness.
- Not harass, bully, or discriminate against other members.
- Contribute to a harmonious and productive work environment.

- **Communication:**

- Respect the confidentiality and privacy of all information as it pertains to the individual.
- Not disclose official information on documents developed by the MARRT board other than what is authorized by the board. (Appendix A: Document Management Policy)

- **Use of Public Resources:**

- Be accountable for official expenditures using publicly funded resources diligently, effectively and efficiently.
- **Conflict of Interest:** (may be actual, a perceived conflict, or a potential conflict)
  - Whenever a member holds a personal or financial interest, whether directly or indirectly, that in the opinion of a reasonably informed person would put into question the independence, the impartiality and the objectiveness of the said member in the exercise of their official duties, will constitute conflict of interest.
  - Each member of the MARRT board completes a Declaration and Disclosure of Conflict of Interest Form (Appendix B: Conflict of Interest Form).
  - The following steps assist the member in the declaration of conflict:
    - A member determines that they may be in a Conflict of Interest situation.
    - This can be disclosed either verbally or in writing to the chair of the meeting.
    - The decision is recorded in the minutes of meeting.
  - Member may abstain from voting, and / or, either by their own discretion or from direction from the chair, remove themselves from the discussion and deliberation for which the conflict has been determined.
- **Confidentiality:**
  - The MARRT board incorporates a Good Faith Agreement to assist in the facilitation of confidentiality and privacy of information between the MARRT and the individual board members.
  - This requires each member of the MARRT board to sign a Good Faith Agreement (Appendix C: Good Faith Agreement)
- **Sanctions:**
  - Any member failing to comply with the Code of Conduct and its relevant statements may be officially sanctioned by the board.
  - The board may use its discretion; from issuing a written reprimand to asking for the resignation of the involved member.

## Appendix “A”

### Document Management Policy

To assist in ensuring the accuracy of communication amongst the members of the MARRT board, as well as maintaining transparency with its stakeholders; the following guidelines will apply to any documents created by the MARRT board. The manner in which documents are; formatted, distributed, classified, and circulated to other parties is covered in this policy.

**Formatting of documents:**

- Draft documents are clearly identified with the “DRAFT” watermark on all pages of the document. (See Appendix 2) The watermark should cover most of the document page to clearly identify the document as such.
- Documents that are approved following review by the board will have the watermark removed and the date of approval, as well as the required signature placed upon it. The MARRT seal is then placed on the document for legal purposes. Documents are not considered official without these.

**Distribution at the Board level:**

- All draft documents created remain the sole property of the MARRT board at all times.
- Draft documents are circulated amongst the MARRT board members only, for further development through review, suggestions, and any comments.
- Final draft documents are brought forward to the MARRT board for acceptance, approval, and related motions if any.

**Circulation:**

- Documents will be distributed to appropriate stakeholders upon direction by the board.
- Additional circulation requires a request by a member and subsequent approval by the board.

**Classification:**

- Documents will be indexed for archival purposes using an appropriate category heading.
- All final documents will have the date approved clearly delineated and if the document is a policy, a line will be added specifying a revision date.
- All approved documents are classified “Confidential” for the MARRT board’s use only. The MARRT seal will identify the document as confidential.

**Appendix “B”**

**Manitoba Association of Registered Respiratory Therapists  
Board Member’s Declaration and Disclosure  
of Conflict of Interest Form**

**Name:** (Please print)

\_\_\_\_\_

I acknowledge that as a member of the Manitoba Association of Registered Respiratory Therapists (MARRT) board, I must adhere to the highest standard of conduct in carrying out my duties and responsibilities.

I accept the obligation to act honestly, in good faith and in the best interests of the MARRT and the MARRT board.

I will avoid conflicts of interest and adhere to the guidelines set down in the Code of Conduct.

I accept that I have the primary responsibility to identify and manage my own conflicts of interest.

I undertake to immediately disclose any real or perceived conflicts of interest as such conflicts arise.

With my signature I confirm that all of the information I have provided is true and accurate and I declare myself in conformity with the requirements of the Declaration and Disclosure of Conflict of Interest Form of the MARRT board.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of declarant: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of witness: \_\_\_\_\_

**Appendix “C”****Manitoba Association of Registered Respiratory Therapists  
Board Member’s Good Faith Agreement**

**Name:** (Please print)

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In consideration of my formal association with the Manitoba Association of Registered Respiratory Therapists (MARRT) board I do solemnly declare that I will not at any time, divulge to any person(s) outside of my respective board any information or documents deemed confidential, obtained by me by virtue of my membership with the MARRT board.

I understand that it is my responsibility to read and adhere to all the provisions outlined in the Code of Conduct.

To prevent undue harm to the MARRT board and its assets, including its volunteers, and board members, I agree to take such measures as are reasonably necessary to ensure that all declared confidential information received by me and my board is kept confidential, while remaining reconcilable with our stakeholders in regards to transparency and accountability.

I fully understand that breach of this oath may result in sanctions against me being applied, up to termination of my association with the MARRT board.

With my signature I confirm that all of the information I have provided is true and accurate, and I declare myself in conformity with the Good Faith Agreement of the MARRT board.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of declarant: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of witness: \_\_\_\_\_



## G-06 Dissolution Policy

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | Feb/2014    |                  |                     |

### 1. POLICY STATEMENT

Upon the decision to formally dissolve the MARRT, the following procedural guidelines will assist the members in ensuring that the rules governing dissolution of a not for profit corporation; as declared by Corporations Canada are properly followed. Each member is asked to familiarize themselves with the process of:

- Application for Dissolution
- Objections to Dissolution
- Withdrawal of Application of Dissolution

### 2. DEFINITIONS

None.

### 3. POLICY

The BOD shall convene a special meeting for the purpose of discussion in regards to the consideration of formal dissolution of the MARRT. A majority vote as defined in the bylaws is required to pass the resolution to dissolve. The recorded minutes of the meeting are to reflect:

- The date
- The resolution, the quorum necessary, number of votes for and against, including abstentions
- The fact that the BOD has been given the direction to act on the results of the vote and to proceed with the next steps

In addition, it is recommended that:

- MARRT seek professional or legal advice before submitting application.
- Provide notification to all stakeholders with the intent to dissolve.
- Identify stakeholders at risk and discuss contingency plans for potential transfer of services.

#### **4. APPLICATION FOR DISSOLUTION**

- Requires completing and filing of form “Articles of Dissolution”
- Complete the required forms Canada Corporations Act, Application for Surrender of Charter, subsection 32(1)
- Publish nature of intended surrender in Canada Gazette and a newspaper published at or near the head office of the corporation
- Requires surrender of charter under Part 11 of the Canada Corporations Act
- MARRT business is to cease except to the extent necessary for dissolution. No individual member can receive assets or profit from dissolution.

#### **5. OBJECTIONS TO DISSOLUTION POLICY**

Once the request to dissolve has been submitted as per Corporation Canada guidelines, an official written objection to dissolution can be filed with the Minister; provided it is done so within 120 days of the original submission of dissolution.

- All objections must be resolved before dissolution can be formalized
- Creditors and other intended persons are entitled to object

#### **6. WITHDRAWAL OF APPLICATION TO DISSOLVE**

Prior to the issuance to the Directive of Dissolution and Cancellation by Corporations Canada, the corporation may withdraw its application. The required submission includes:

- Statement indicating that there are still interested members
- Members resolution to withdraw the application
- Proof of withdrawal notice published
- If these conditions are met, the application will be withdrawn and the letters patent will be returned. Corporations Canada will publish the required notice.

## 7. REFERENCES

**Canada Corporations Act Part II – Surrender of Charter Pursuant to Subsection 32(2)**

<http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/>

**Dissolution Policy: National Alliance of Respiratory Therapy Regulatory bodies**

NARTRB Policy June, 2012

**Dissolution: A Guide for Alberta Non-Profits**

<http://www.charitycentral.ca/docs/dissolution-en.pdf>

**Dissolving a Business Corporation**

<http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/>

**Winding Down: A Risk Management Checklist**

[http://www.nonprofitrisk.org/library/fact-sheets/Checklist\\_for\\_Winding\\_Down.pdf](http://www.nonprofitrisk.org/library/fact-sheets/Checklist_for_Winding_Down.pdf)

## G-07 Departing Board Member

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | April 2014  |                  |                     |

### 1. POLICY STATEMENT

To recognize and acknowledge the investment of time spent and work done, while serving on the MARRT Board Of Directors.

### 2. DEFINITIONS

None.

### 3. POLICY

It will be the policy of the MARRT that on the departure of a member from the board of directors the following recognition will apply:

- One to two years served on the MARRT Board of Directors, a thank-you card will be sent.
- More than two years served on the MARRT Board of Directors, a gift/honorarium valued at \$100.00 will be presented.
- The recognition gift will be presented to the departing board member the Annual General Meeting.

### 4. REFERENCES

Christiane Menard: Executive Director, Canadian Society of Respiratory Therapists; email correspondence April 21, 2014.

# G-08 Electronic Meetings

| Section    | Date Issued   | Revision Date(s) | Date of Last Review |
|------------|---------------|------------------|---------------------|
| Governance | February 2014 |                  |                     |

## 1. POLICY STATEMENT

This policy outlines the appropriate protocol for real-time electronic meetings. Electronic meetings shall be conducted in accordance with the MARRT by-laws. Participants in electronic meetings will behave as though the meeting is a regular board meeting, respecting the MARRT's confidentiality policy. This policy will ensure that appropriate meeting protocol is followed for all meetings held by the Board of Directors and all Committees.

## 2. DEFINITIONS

None.

## 3. POLICY

This protocol applies to all electronic meeting methods, i.e. teleconferences, video conferences, Internet conferences, etc.

An agenda shall be distributed in advance of the meeting and only the agenda items shall be discussed.

Documentation shall be distributed with the agenda to ensure that Board members are able to make an informed decision.

Participants shall be given as much advance notice of the meeting as possible, preferably at least 7 days, but not less than 48 hours, and shall be contacted in advance to ensure quorum will be reached. Time, date and procedure will be clarified.

At the beginning of the meeting, roll call will be taken and recorded in the minutes.

The Chair shall ensure that time is used efficiently and that all participants have opportunity to express their views.

All motions shall follow normal procedures. Time shall be taken to allow everyone's vote to be noted so that a clear decision is reached.

Minutes of the meeting shall be recorded, approved and distributed following the procedure for normal meetings.

### **Email Meetings (E-Meetings)**

The Board may conduct a special meeting of the Board of Directors via email (E-meeting) for the purpose of transacting business on behalf of the Association.

E-meetings shall not be initiated unless each member of the Board has a functioning computer equipped with email software and connectivity to the other participants.

An E-meeting shall have no more than one agenda item.

The e-meeting notice will include a start date and time as well as a finish date and time.

The agenda item shall appear in the subject line of each email exchanged during the meeting. Individuals will ensure that transparency is maintained and that all involved parties are included when participating in the discussion through the use of “reply all”.

Once a motion has been presented and seconded, discussion will open for a specified time frame to allow meeting members the time to respond.

At the end of the discussion period, the chair will follow normal parliamentary procedure and call for a vote. The voting period will last for the specified time period or until a majority outcome is achieved.

When the vote is called by the chair, each Board member shall record their vote for or against or their decision to abstain from voting.

Each voting member sends their vote to the Chair and to the Secretary. The meeting secretary will tally the votes and communicate the results to the meeting members.

If the situation warrants, the E-meeting may be extended to another specific vote start date/time or end date/time by the Chair. Optionally the item being discussed may be added to the agenda for the next in person board meeting.

Minutes of the E-meeting shall be recorded by the Secretary and circulated and approved at the next meeting of the Board.

#### **4. The Role of the Chairperson/Secretary**

The Chairperson shall:

- Initiate each E-meeting via an e-mail “Notice of E-meeting”, acting alone or at the request of any two members of the Board. Participants shall be given as much advance notice of the meeting as possible, preferably at least 7 days, but not less than 48 hours. The Chair shall ensure that a sufficient number of participants have responded to the Notice of E-meeting to constitute a quorum;
- Establish each E-meeting with an agenda name, beginning, vote starting and ending date/time;

- Announce the outcome of the decision-making process of the E-meeting promptly after the end of the E-meeting.

The Chairperson may:

- Negotiate an alternative to initiating an E-meeting when one is requested but may not refuse a request from any two Board members;
- Involve guest participation of a non-Board members, e.g. specialist, legal counsel, etc. The Chairperson shall determine the beginning and end of such participation and shall declare the same of all participants.

The Secretary shall:

- Ensure that email addresses of all participants are current and that all emails related to the E-meeting are addressed to all participants.

## **5. The Role of Board Members**

When an E-meeting is called, each Board member shall:

- “Sign in” before the published beginning time/date to indicate participation in the E-meeting (by responding to the Notice of E-meeting).
- Participate in every E-meeting even if only to say that they have no comment. Vote on the motion or indicate their decision to abstain from voting.

## **4. REFERENCES**

Lorch and Associates

## G-09 Communication

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | May 2014    | Mar/15; Apr/16   | Apr/16              |

### 1. POLICY STATEMENT

MARRT is committed to effective and efficient dissemination and receipt of information, communication within the organization, and with the public, MARRT members, stakeholders, and the media. The purpose of this policy is to provide guidance to MARRT in developing and implementing communication strategies. This policy applies to all Board members, staff, volunteers, stakeholders, and students. This policy encompasses purpose of communications, communication tools and mechanisms and liaisons with the media.

### 2. DEFINITIONS

None.



### 3. PRINCIPLE

- Communication strategies will be used for the purpose of achieving MARRT's objectives.
- Clear, consistent and equitable communication within the organization is essential for effective operations.
- All communications are presented in the English language.
- External communication, including with the media, aligns with the organization's strategic objectives.

### 4. OUTCOMES

- Public Members, MARRT Members, and Stakeholders are informed of, and may be consulted on, activities and operations.
- External communication increases awareness and understanding of issues relevant to MARRT, its members and the respiratory therapy profession.
- Internal communication supports good knowledge management and operations within the organization.

### 5. POLICY

#### **Purpose of Communications:**

MARRT communicates for several purposes, to:

- Increase awareness of the organization, its goals, its works, and its needs
- Enhance public understanding of the profession of respiratory therapy
- Share knowledge with stakeholders
- Share knowledge with members for effective organizational management

Communications are undertaken not for the sole purpose of information distribution and receipt, but to be used to assist and support the achievement of MARRT's strategic objectives.

#### **Types of Communication:**

##### **Outgoing Communication**

Outgoing communication is information and knowledge that is initiated, developed and distributed by the organization for an external audience.

MARRT provides outgoing communications to the following audience:

- The general public

- Members and potential members
- Industry
- Other health care professionals
- Engaged and potential consultants
- Partner organizations for project, policy, client support and other activities
- Government departments and branches
- Research and academic institutes
- Media
- Associations and professional organizations

### **Mechanisms and Tools used for Outgoing Communication:**

A range of mechanisms and tools are used to distribute outgoing communication.

#### **Website:**

The website is a primary tool for distributing outgoing information to a broad audience. Information regarding MARRT's goals, governance, membership, activities, current projects and news items is maintained by the Secretary and Director at Large.

#### **E Newsletter**

The online newsletter is produced quarterly with a primary target audience of the MARRT membership. All Board members contribute and write articles for the newsletter.

### **Organizational Documents:**

MARRT produces a number of organizational and project specific documents that provide information about its plans, achievements, and activities. Approved final documents such as annual reports, strategic plans, brochures, and project background and implementation plans may be provided to members, public, stakeholders, and academic institutions with current information about MARRT's activities, performance and plans. Organizational documents approved for outgoing communication are also to be distributed internally, to all Board members and staff.

### **Media Communication:**

MARRT may produce or respond to media releases on behalf of the organization. Media releases may be developed to promote an event or project achievement, advocacy on behalf of the safety of the public, or to counter any negative media coverage relating to the respiratory therapy profession.

- MARRT may partner with other organizations in producing or responding to a media release.
- MARRT President or delegate holds the responsibility for liaison with the media.

### **Conference, Forum and Meeting Representation:**

Board and staff members participate in conferences, forums, and advisory groups representing MARRT. It is important to be clear that representation is for the organization and not personal opinion.

Participation also allows for information gathering so that MARRT is better informed and better able to provide services for the protection of the public and advocacy for the profession.

### **Stakeholder Meetings:**

MARRT Board members participate in regular meetings with relevant stakeholders to provide support, share information about current projects and issues and to gather feedback on performance.

Regular contact with stakeholders is part of MARRT's service delivery.

All Board members, committee members and staff are responsible for developing and maintaining effective relationships with stakeholders.

### **Branding and Professional Image:**

All outgoing communications must carry the MARRT name and or logo, including letters, reports, project materials, emails and policy and advocacy submissions.

The MARRT name and logo are copyright protected and must not be used for communications that are not directly related to the organization.

### **Incoming Communication**

Incoming communication is information and knowledge that is sought and/or received from an external source to the organization. Incoming communication supports MARRT in achieving its goal, strategic plan and provision of services to the public and membership.

### **MARRT receives communications from the following sources:**

- The general public
- Members and potential members
- Industry
- Other health care professionals
- Engaged and potential consultants
- Partner organizations for project, policy, client support and other activities
- Government departments and branches
- Research and academic institutes
- Media
- Associations and professional organizations

### **Mechanisms and Tools used to Receive Incoming Communication**

Any issues, concerns, or questions that arise outside of the MARRT boardroom are to be handled by using a range of mechanisms and tools explained below as the means of receiving incoming communication:

**Email communications:**

All email communication should be submitted to the MARRT office [info@marrt.org](mailto:info@marrt.org). Email is checked on a daily basis and responded to in a timely manner by the MARRT Association Manager indicating that the communication has been received and notification of the impending action.

**Telephone communications:**

The MARRT phone number is a message service only. A voice message can be left, however, if urgent, communication via email is recommended. The message line is checked on a weekly basis.

**Written Letters:**

Letters received via Canada post and registered mail, are accepted through the MARRT office at 301-1 Wesley Ave, Winnipeg, MB R3C 4C6. This physical office location is not staffed on a regular basis. Mail received at the office is retrieved weekly on average. Once the correspondence has been retrieved from the MARRT office, it will be acknowledged as received and notification of the impending action provided.

**Member and Stakeholder Consultation**

It is recognized that members, clients and stakeholders play a role in assisting MARRT in achieving their strategic priorities and as such, periodic consultations may be undertaken.

Consultation may be informal or through formal means such as surveys, research, contracting consultants, etc. Members may also participate on the advisory committee group as a mechanism for providing input into activities of the organization.

**Internal Communication**

Internal communication is information and knowledge that is shared within the MARRT. Effective internal communication is essential for good organizational management. All Board, staff, volunteers and students are responsible for actively contributing to communication strategies and activities.

**Mechanisms and Tools used for Internal Communication**

A range of mechanisms and tools are used for internal communication:

**Board Meetings**

Board meetings support effective governance for the organization. Board meetings may also include time for staff, stakeholders, volunteers and contracted consultants to communicate with the Board on a range of project and operational issues for the organization.

**Working Groups and Committee Meetings**

Participants of working groups and committees meet to allow communication on specific projects or activity planning or to work on the business of the committee.

**Email**

The use of email is essential for effective communication amongst staff, board members, volunteers and students. These tools are a simple and effective way to share information

about MARRT internal business/operations, projects, meetings, external sector news and activity. Email also provides a written record and may be considered formal documentation.

All staff, volunteers, and students are expected to use email.

Information is also shared internally through other communication mechanisms such as conference calls.

## 6. REFERENCES

[http://www.sectorconnect.org.au/assets/pdf/resources/mgrnwk/Communications\\_Policy.pdf](http://www.sectorconnect.org.au/assets/pdf/resources/mgrnwk/Communications_Policy.pdf) (May 29, 2014)

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# G-10 Sponsorship and Endorsements

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| <b>Section</b> | <b>Date Issued</b> | <b>Revision Date(s)</b> | <b>Date of Last Review</b> |
|----------------|--------------------|-------------------------|----------------------------|
| Governance     | September 2015     |                         |                            |

## 1. POLICY STATEMENT

To state the MARRT's position with regards to requests for endorsements and/or sponsorships of external events and organizations.

## 2. POLICY

The MARRT will not provide verbal or written endorsement; or any financial sponsorship of events/organizations external to the MARRT.

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# G-11 Volunteer Screening

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | Feb 2017    |                  |                     |

## 1. POLICY STATEMENT

To ensure volunteer candidate and staff are aware of the volunteer screening process and the selection process is fair, transparent, and reasonable.

A process performed by the MARRT to ensure the suitability of the volunteer candidate for the following MARRT committees in declaration to the terms of reference.

## 2. POLICY

*The MARRT BOD or Committee Chairs recruiting volunteers will:*

- Use the following methods for volunteer recruitment
  - Email
  - Website
  - Word of mouth
- Review applications and/or contact references. If required, selection interviews will be conducted by the Committee Chair or BOD.
- Decline candidates who have submitted an application form but do not meet the requirements of the volunteer role.
- Where applicable, prepare or provide orientation and term of reference to new committee members (these may also be provided to candidates upon request).

*All Volunteer Candidates will:*

- Submit an application form and provide references to the MARRT office.
  - When necessary, the MARRT will conduct interviews to further assess the suitability of the volunteer candidate.
- Attend orientation and read Terms of Reference if selected to the Committee
- There will be a three month probationary period
  - Conducted by the Committee Chair and/or Project Manager, on-going vigilance will take place during a volunteers' involvement, to ensure that the new committee member is meeting the needs and expectations of the Committee.

### 3. REFERENCES

BC Pharmacists-  
[http://library.bcpharmacists.org/K-Forms/K-7\\_Others/9047-Committee\\_Member\\_Volunteer\\_App\\_Form.pdf](http://library.bcpharmacists.org/K-Forms/K-7_Others/9047-Committee_Member_Volunteer_App_Form.pdf)

The Volunteer Recruitment Process -  
[https://knowhownonprofit.org/people/volunteers/recruiting/copy\\_of\\_process](https://knowhownonprofit.org/people/volunteers/recruiting/copy_of_process)  
(December 23, 2016)

The Volunteer Centre -  
<http://volunteerqw.ca/wp-content/uploads/2015/11/Volunteer-Screening-Policy-Development-Tool-2013.pdf> (December 23, 2016)

Volunteer Toronto -  
[http://c.ymcdn.com/sites/www.volunteertoronto.ca/resource/resmgr/online\\_resources/Policies/Screening\\_Policy.pdf](http://c.ymcdn.com/sites/www.volunteertoronto.ca/resource/resmgr/online_resources/Policies/Screening_Policy.pdf) (December 23, 2016)

### 4. Appendix – Volunteer Application Form (see next page)



## COMMITTEE MEMBER VOLUNTEER APPLICATION FORM

Thank you for your interest in becoming a committee member with the MARRT. Please complete this application form and email it to [office@marrt.org](mailto:office@marrt.org)

### APPLICANT INFORMATION:

|              |              |
|--------------|--------------|
| Name:        | Tel Home ( ) |
| Address:     | Tel Cell ( ) |
| City/Town:   | Province:    |
| Postal Code: | Email:       |

### PREFERRED COMMITTEE POSITION:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>○ Advisory Council</li> <li>○ Clinical Practice Guidelines Committee</li> <li>○ Continuing Competency Committee</li> <li>○ Discipline Committee</li> <li>○ Finance Committee</li> <li>○ Nominating Committee</li> <li>○ Legislative Committee</li> </ul> | <ul style="list-style-type: none"> <li>○ Awards Selection Committee</li> <li>○ Communications Committee</li> <li>○ Complaints Committee</li> <li>○ Education Committee</li> <li>○ Governance Committee</li> <li>○ Public Relations Committee</li> </ul> |
|---|---|
- Other (please list):

### BOARD OF DIRECTORS AND/OR COMMITTEE EXPERIENCE:

(Please include either a CV or a Letter of Intent including pertinent experience)

### ADDITIONAL INFORMATION:

#### 1. References:

1. Name:  
Address:  
Telephone: (H) (W)  
Email:
2. Name:  
Address:  
Telephone: (H) (W)  
Email:

*I have reviewed and agreed to the role and position (as defined) and have accurately completed this application and understand that the above references may be contacted.*

Signature

Date

**The MARRT considers a number of factors including expertise, experience, practice setting, and other special skills or attributes when selecting committee volunteers. Unfortunately, we are not always able to match the number of interested volunteers to the number of available vacancies. Only those candidates being considered will be contacted. The MARRT BOD thanks you for your interest.**

# G-12 Observer Policy

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | Feb 2017    |                  |                     |

## 1. POLICY STATEMENT

The Manitoba Association of Registered Respiratory Therapists (MARRT) recognizes the importance of observers in order to provide for the sharing of information in areas of common interest and promoting transparency where appropriate. The observer policy will identify who can be an observer and under what conditions an observer may attend MARRT meetings.

## 2. DEFINITIONS

An observer is defined as a person or persons having an interest in the business of the MARRT but who is not a member of the MARRT Board of Directors.

There are three observer categories;

- a member of a regulatory college / association other than MARRT
- a member of the public
- a University of Manitoba student Respiratory Therapist

## 3. POLICY

Individuals will be permitted to attend only face to face MARRT business meetings as observers with the exception of any portions that have been identified as closed to observers by the MARRT prior to, or during, the meeting. Closed portions may include discussion of sensitive information such as those involving personnel, financial, contractual or legal matters.

Individuals will not be permitted to attend the “in camera” portion of the MARRT business meetings.

A request to attend as an observer must be submitted to the MARRT at least 30 days prior to the meeting. In addition, an Officer may extend an invitation to individuals or organizations that they feel may benefit from observing the meeting.

Observers will not participate in the discussion or voting of a matter, but time permitting and at the discretion of the Board of Directors, a time may be set aside for observer’s comments at each meeting

All meeting material distributed to the observer is to be returned following the conclusion of the meeting.

All observers must sign the Confidentiality Agreement prior to the business meeting being attended.

#### **4. REFERENCES**

National Alliance of Respiratory Therapy Regulatory Bodies Observer Policy  
NARTRB-ADM-004

# G-13 Board Discipline

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | March 2017  |                  |                     |

## 1. POLICY STATEMENT

The Discipline of Members Policy will provide guidance to the Manitoba Association of Registered Respiratory Therapists (MAART) Board of Directors, in the event that there are grounds to discipline a board member.

## 2. POLICY

The Board of Directors will have the authority to suspend or expel any member from the MARRT for any one or more of the following:

- a) Violating any provision of the articles, bylaws or written policies of the MARRT.
- b) Violating any of the terms as stated within the MARRT Code of Conduct Policy.
- c) Carrying out any conduct which may be detrimental to the MARRT as determined by the Board of Directors.

Any member may be removed from a meeting of the MARRT, for behavior contravening the Code of Conduct Policy, by a special resolution and three quarters majority vote, provided that the member in question has been granted an opportunity to be heard at or prior to such meeting.

The Board of Directors may use its discretion in disciplining its members; from issuing a written reprimand to requesting the suspension or resignation of the involved member.

In the event that the Board of Directors determines that a member shall be suspended or expelled from membership on the board, the president shall provide thirty (30) days notice of suspension or expulsion to the board member, along with reasons for the decision.

The member may make a written submission to the board in response to the decision within thirty (30) days of receipt of the notice of suspension or expulsion.

- a) In the event that no written submissions are received, the President may proceed to notify the member that they are suspended or expelled from the MARRT.

# G-14 Board Orientation

| Section    | Date Issued    | Revision Date(s) | Date of Last Review |
|------------|----------------|------------------|---------------------|
| Governance | September 2016 | January 2017     |                     |

## 1. POLICY STATEMENT

To orientate new board members to the Manitoba Association of Registered Respiratory Therapist board of directors

## 2. POLICY

The President-Elect will facilitate the Board Orientation. The Board Orientation package for new board directors will be sent electronically.

## 3. PROCEDURE

The list of provided documents are as follows but not limited to:

- a) History of the Organization
- b) Respiratory Therapist Act of Manitoba
- c) By-Laws
- d) Strategic Direction Documents
  - Mission statement
  - Vision statement
  - Standards of Practice
  - Current MARRT strategic plan
- e) Board Manual
  - Board of Directors job descriptions
  - Policies
  - Code of Conduct agreement
  - Confidentiality agreement
  - List of Committees
- f) Board meeting minutes, financial statements, annual reports from the past two years
- g) Current contact list of board members

The new Board member will be assigned a “buddy” on the board. This person will ensure that the new member is familiar with software/programs, and functions often used when reviewing board documents. This person will also be utilized as a resource for the new member as necessary

## 4. REFERNCES

Lorch and Association (September 2016)

# G-15 Disputes

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | March 2017  |                  |                     |

## 1. POLICY STATEMENT

The Dispute Resolution Policy will provide guidance to the Manitoba Association of Registered Respiratory Therapists (MARRT) Board of Directors in the event that a dispute among members arises.

## 2. POLICY

If a dispute among members cannot be resolved by the members involved, the dispute will be settled by the following process:

- a) Three mediators will be appointed, one from each of the two parties involved in the dispute and a third mediator that is mutually agreed upon by the two parties.
- b) The complaints will be submitted in writing to the mediators prior to their meeting with the involved parties.
- c) The number of mediators may be reduced as long as both parties are in agreement.
- d) If a resolution cannot be reached through mediation the matter will be settled by arbitration.
- e) One arbitrator, that was not part of the mediation process, will be appointed, as chosen by the BOD.
- f) All parties must agree on confidentiality and non-disclosure.
- g) The decision of the arbitrator will be final and binding.
- h) All mediation costs will be shared equally by the involved parties.
- i) All costs incurred as the result of arbitration will be determined by the arbitrator and shared equally by the involved parties.

# G-16 Policy Review

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | March 2017  |                  |                     |

## 1. POLICY STATEMENT

The Manitoba Association of Registered Respiratory Therapists (MARRT) will review existing policies annually, and as required. The purpose of the review is to determine:

- a) If the policy is still required and / or should it be included elsewhere in the policy manual.
- b) If the guidelines of the policy are still relevant and that the goal of the policy is still being met.
- c) If any changes are required for the purpose of improving clarity.

## 2. POLICY

- The responsibility of policy review will be under the purview of the Governance Committee of the MARRT.
- The Governance Committee will meet as necessary for the purposes of review and revision of the Policy Manual.

## 3. PROCEDURE

- Once the Governance Committee has reviewed each Policy, the “review date” can be adjusted in the Policy Manual by the MARRT Office Manager.
- Any comments or concerns regarding policies from the BOD are to be directed back to the Governance Committee for further action.
- Once the Governance Committee is satisfied with amendments made to any policy, discussion regarding said policy(ies) will be added to the following monthly meeting agenda. The policy(ies) will be circulated to the MARRT BOD prior to the meeting, and during the meeting, the revised policies will be presented under one resolution using a consent agenda format.
- Once the motion to accept has passed, the policies will come into effect immediately and be incorporated into the policy manual with the date of review / revision added to the document.
- Communication to membership regarding creation or revision of policies will occur via website and newsletter

# G-17 Student Representative

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | March 2017  |                  |                     |

## 1. PURPOSE

To foster University of Manitoba, respiratory therapy student's interest in the MARRT board governance and where applicable, allow them to participate on various MARRT committees, without requiring commitment to a full year term.

## 2. NOMINATION

Students must express their interest to the MARRT Board of Directors via e-mail. The board reserves the right to cap the number of participants. Students may be from any year of the University of Manitoba respiratory therapy program.

## 3. FUNCTION

Each student selected to participate will attend a minimum of one MARRT meeting. In order to get an overview of Board function, the student is encouraged to meet with a board member in advance of the meeting.

Students will coordinate with a member of the MARRT board, to arrange a meeting date which they are able to attend. There will be a maximum of one student permitted to attend any one MARRT board meeting.

Students will attend meetings as observers, in accordance to the MARRT Observer Policy, but may be permitted to participate on MARRT committees as members.

It is the student's responsibility to obtain any time off from classroom or clinical work to attend the meeting.

Students will be required to sign the MARRT Confidentiality Agreement.

Any documents or materials distributed to the student shall be returned to the board after the meeting.

## 4. REFERENCES

MARRT Observer Policy

U of MB Respiratory Therapy Students



# G-18 Social Media

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | April 2018  |                  |                     |

## 1. POLICY STATEMENT

MARRT uses social media as an additional communication tool to share information about the regulation of the profession of respiratory therapy with its members, the public and other stake holders. The MARRT Public Relations Committee will utilize MARRT social media platforms to communicate Association related information such as education opportunities, promotion of the profession, and other professional advocacy information. MARRT will make every effort to ensure that communication materials published on social media will not replace, but rather be used to complement the MARRT website, newsletter and email communication.

## 2. DEFINITIONS

**Social Media:** websites and applications that enable users to create and share content or to participate in social networking. Is the collective of online communication channels dedicated to community-based input, interaction, content sharing and collaboration.

## 3. POLICY

When posting or commenting via social media networks, the MARRT must adhere to principles of credibility, integrity, accountability and professionalism.

Must abide by PHIA.

All uses of social media networks must follow the MARRT Code of Ethics and Standards of Practice.

Administration of the social media network(s) will consist of a Board Member and/or member of an assigned committee.

MARRT encourages discussion, comments, questions and responses to social media posts, providing they comply with the terms of use as spelled out below, and are made in a respectful manner. Should a question be posed, or a comment made that warrants a response from MARRT, every effort to respond appropriately in a timely manner will be made, during regular business hours of 8am to 5pm Monday to Friday.

## Rules for Posting Content

MARRT will allow discussion and inquiries on its social media accounts without limitation, unless it is determined by MARRT that these comments and responses:

- Are unrelated to MARRT and/or the content to which they are attached.
- Mention patients, patient's family members, or related identifiable circumstances.
- Contain vulgar or inappropriate language including harassing, racial or sexual terminology.
- Mention or discuss specific MARRT members, employees, staff, or volunteers.
- Threaten a person or site where RRT's are employed or contain aggressive language.
- Contain slanderous or potentially libelous words.
- Make false claims, allegations or conclusions.
- Contain reference to any ongoing case or investigation.
- Discuss ongoing investigations, or complaints or compliments about a specific Respiratory Therapist or place of employment.
- Provide personal information or information that may identify a third party.
- May abuse or infringe any intellectual property right or copyrighted material.
- Breach or may breach any MARRT by-law, policy or terms of use (including these Terms of Use). Breach or may breach any law, statute, regulation, order, code, standard or rule.
- Are or may be unlawful, misleading, malicious, or discriminatory.

MARRT may restrict a user's access to a social media site or channel if it is determined that the user:

- Is impersonating another user.
- Is in violation of any MARRT policy or terms of use.
- Is in breach of any existing law, statute, regulation, standard or rule or by-law.
- Has engaged or is presently engaging in unlawful, malicious, discriminatory or harassing behavior.

## Content Removal and Other Remedies

When MARRT determines a reply, comment or message on our social media sites does not comply (in whole or in part) with these terms of usage, it reserves the right to both refuse to post and remove comments and replies from all posts on social media.

If it is determined by MARRT that these terms of use have been violated by a user, this may lead to restrictions regarding use of and access to MARRT's social media sites. MARRT reserves the right to block any user for a breach of these terms of use.

Please notify MARRT if you see a comment or content or a user that you think does not comply with these terms of use.

## Disclaimers and Agreements

All comments or posts that do not originate from MARRT administrator accounts are the opinion of the writer, not MARRT.

Users agree not to encourage, facilitate or enable any violations of the terms of use.

By commenting, posting content or engaging with MARRT on social media, users give the MARRT permission to share and distribute those comments/content.

Users who comment or add content, grant MARRT non-exclusive, transferable, sub-licensable, royalty-free, worldwide license to use said content in any manner (including without limitation the right to copy, distribute and make derivative works).

Users who submit comments or content to MARRT are fully responsible for their comments and content, and all responses that may be generated as a response. MARRT is in no way responsible for such comments or content, and holds no responsibility to edit, update, advise on, review, retain, dispose of, circulate, act on, or respond to any such content.

Allowing any comment or content posted to or in response to the MARRT social media content to remain is in no way an endorsement of such content from MARRT.

Any sharing of external content by MARRT does not equal endorsement. Likewise, a “follow” or “like” from the MARRT social media channels does not equal endorsement of content or channel.

Social media sites, tools or channels include involvement from third-party service providers with which MARRT is not affiliated. Users are encouraged to read the terms and conditions and privacy policies of each relevant social media site or channel prior to use.

By using any of the MARRT social media channels, tools or sites, each user agrees to hold MARRT harmless from any liability, loss, damage or expense, including without limitation professional and other fees from expenses, arising out of such user’s use of any MARRT social media site or channel and any comments or content posted to social media.

#### **4. PROCEDURE**

Utilities social media platforms to encourage/direct users back to the MARRT home website.

Comments/posts on social media networks should not contradict or be in conflict with the MARRT website, nor with the mandate of MARRT. Users must uphold or respect the interests of the MARRT organization. Respect the confidentiality of current projects, as well as non-public financial, operational, and/or legal information if not already public information. Respect the personal information of MARRT members and patients.

Assume everything that is posted on a social media network is public regardless of the use of privacy tools. Protect yourself and your privacy. Users may not use false screen names, pseudonyms, or post anonymously.

Comments will be monitored and reviewed by the Administrators. Administrators of the social media network must maintain confidentiality and have signed the Confidentiality Agreement form. Administrators must not post or comment anonymously, using

pseudonyms or false screen names. All must use their real name and identify that they are associated with MARRT.

Information should be attained from credible sources before posting online, quotes, supporting evidence or statistics should always be attributed to the original author/source. Use honesty. Never post anything that is dishonest, misleading, or untrue. Deletions or corrections of inaccurate or misleading posts/comments about MARRT will be made in a timely manner. If a post is edited or changed, notation of such will be made.

Respect laws governing copyright and fair use or fair dealings of copyright material owned by others, including MARRT copyrights and brands.

Any inquiries through social media from members or the public will be directed to the MARRT office manager via the MARRT email address.

Social Media networks are not to be used to “conduct business”. This should be done through private communication platforms such as email.

**\*\*Policy violations will be subject to disciplinary action.**

## 5. REFERENCES

### **CRTO Social Media Policy**

[http://www.crto.on.ca/pdf/Policies/PR\\_Social\\_Media\\_103.pdf](http://www.crto.on.ca/pdf/Policies/PR_Social_Media_103.pdf) March 2018

### **NLCHP Position Statement: Social Media**

[http://www.nlcrt.ca/subsub\\_page.php?sub\\_id=47](http://www.nlcrt.ca/subsub_page.php?sub_id=47) March 2018

### **NSCRT Social Media Guideline**

[https://www.nscrt.com/images/NSCRT\\_Social\\_Media\\_Guideline.pdf](https://www.nscrt.com/images/NSCRT_Social_Media_Guideline.pdf) March 2018

### **Lorch and Associates SAMPLE Policy on Staff Use of Social Media**

<https://www.dropbox.com/s/ldhpolfitloi3pu/SAMPLE%20Policy%20on%20Staff%20Use%20of%20Social%20Media.pdf?dl=0> March 2018

### **[www.nonprofitmarketingguide.com](http://www.nonprofitmarketingguide.com) March 2018**

### **The Royal College of Dental Surgeons of Ontario. Social Media Policy**

[www.rcdso.org/whoweare/socialmediapolicy](http://www.rcdso.org/whoweare/socialmediapolicy) March 2018

[http://marrt.olasoft.com/site/codeof\\_ethics?nav=03](http://marrt.olasoft.com/site/codeof_ethics?nav=03) March 2018

[http://marrt.olasoft.com/site/practice\\_standards?nav=03](http://marrt.olasoft.com/site/practice_standards?nav=03) March 2018

<https://www.gov.mb.ca/health/phia/faq.html#c> March 2018

# L-01 License Eligibility

| Section  | Date Issued | Revision Date(s)                  | Date of Last Review |
|----------|-------------|-----------------------------------|---------------------|
| Licenses | Jan/88      | Aug/09; Feb/91;<br>Oct/02;Sept/07 | Sept/07             |

## 1. POLICY STATEMENT

To serve as a guideline to the Registrar processing of license applications. To provide interpretation of the Active Practicing status as outlined in the Respiratory Therapists Act.

## 6. DEFINITIONS

None.

## 7. POLICY

To be eligible for active practicing status the applicant must:

- be eligible for membership as per Part I, Section I and II of RRT Regulation 115, and
- not be subject to any suspension or evocation of his/her right to practice, or
- be employed in a position where the applicant is practicing respiratory therapy under medical supervision as per Section I (I) of the Act, and
- have worked for a minimum of 720 hours in the past four (4) year, and
- have paid appropriate application fees.

## 8. PROCEDURE

- All applicants for license/license renewal will be reviewed by the Registrar
- Where the registrar feels the application requires further evaluation prior to approval, he/she may request the Board of Directors review the information submitted.
- Where the Registrar/Board have reason to question a candidate's eligibility for license renewal/grant, the following additional information may be required by the Registrar:
  - complete documentation of hours/days worked from the employer
  - a letter of reference from the most recent employer
  - a current job description as prepared by the employer
  - a current sample performance appraisal form to substantiate the method of the applicant's work-related activities
  - a personal interview with the applicant.

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If the application form is not properly submitted the Registrar may require the applicant to resubmit the form properly completed. If this involves any intentional withholding of information, for whatever reason, the Registrar may assess a late fee as prescribed in the application form provided the deadline for renewal has passed.

**NOTE:** Members are responsible for ensuring that all information in the member profile is current in the database.

## L-03 License Fee Schedule

| Section   | Date Issued  | Revision Date(s) | Date of Last Review |
|-----------|--------------|------------------|---------------------|
| Licensing | October 2014 | Dec/16           | Dec/16              |

### 1. POLICY STATEMENT

To outline fees for all license categories.

### 9. POLICY

Initial Application Fee - \$60.00

Active Practicing License - \$450.00

Inactive Practicing License - \$150.00

Student License – No Fee

Associate Member License - \$150.00

### 10. PRO-RATING

Active Practicing License Application will be prorated to half the cost of 1 year fee after July 31<sup>st</sup>.

### 11. LATE FEE

A late fee of 100.00 will be applied for license renewals that are received after Jan 31<sup>st</sup>.

**\*Note:** For definition of member categories please refer to the MARRT By-laws Section 3 membership and association.

## L-04 Graduate License Conditions

| Section   | Date Issued | Revision Date(s) | Date of Last Review |
|-----------|-------------|------------------|---------------------|
| Licensing | June/2001   | Oct/02; Sept/07  | Sept/07             |

### 1. POLICY

Graduates from approved respiratory therapy education programs who are eligible to write the CBRC credential exam upon application and who meet all other criteria, will be issued an Active Practicing Graduate license with the following conditions:

- The graduate respiratory therapy professional designation for legal recording purposes is “Graduate Respiratory Therapist” or “GRT”.
- There must be one registered respiratory therapist (RRT), with no conditions, for every two graduate respiratory therapists on site at any time.
- The GRT may not transcribe verbal orders into the patient record.
- The GRT is not authorized to utilize care protocols, care maps or other such care algorithms where the care provided would otherwise require a physician’s order.
- The GRT may not supervise students.

The GRT must inform the employer of the above conditions and any other conditions placed on his or her license by the Registrar.



## L-05 Notification of License Renewal

| Section   | Date Issued | Revision Date(s) | Date of Last Review |
|-----------|-------------|------------------|---------------------|
| Licensing |             | Oct/02; Oct/14   | Oct/14              |

### 1. POLICY STATEMENT

To ensure all members of MARRT receive the notification for license renewal with sufficient lead-time before the deadline for application.

### 2. POLICY

The license renewal notice is to be given no later than 60 days prior to license expiration date of the current year.

## L-06 Professional Liability Insurance

| Section   | Date Issued | Revision Date(s) | Date of Last Review |
|-----------|-------------|------------------|---------------------|
| Licensing | Jan 2017    |                  |                     |

### 1. POLICY STATEMENT

The Professional Liability Insurance (PLI) policy will provide guidelines to the MARRT board in regards to establishing the amount of coverage, proof of coverage, review of coverage amount, and the means of relaying changes in the PLI requirements to membership.

### 2. POLICY

The MARRT board shall determine the minimum amount of PLI a Registered Respiratory Therapist is required to possess, in order to be eligible for licensure.

The amount of PLI necessary will be reviewed on an annual basis to ensure that the amount is appropriate as compared to current related situations in the health care environment.

If the board deems a change in PLI coverage is necessary, this will be communicated to the members at the Annual General Meeting preceding the upcoming license year.

The disclosure statement in regards to PLI on the MARRT license application form will occur via the answers provided in the license renewal disclosure statements.

The member will be asked for proof of coverage possession upon three separate occasions.

- If the member is chosen in the random audit of the Continuing Competency Program.
- If the individual is applying for the first time for licensure to practice.
- If the MARRT board specifically requests a member for proof.

## M-01 Pro-Rating of Membership Dues

| Section    | Date Issued | Revision Date(s)           | Date of Last Review |
|------------|-------------|----------------------------|---------------------|
| Membership | Aug/88      | Aug/90; Oct/02;<br>Sept/07 | Sept/07             |

### 1. POLICY STATEMENT

To establish uniform guidelines for pro-rating of the Active and Inactive membership fees.

### 2. POLICY

- Applications received prior to June 30 of the licensing year will be assessed the full license fee (applicable to type of license applied for).
- Applications for licensure received after June 30 for the current licensing year will be assessed the applicable license fee at a 50% reduction.
- This policy does not apply to Graduate licenses.
- There is no refunding of license fees.

## M-03 Incomplete Application for Licensure/Membership

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Membership | Jan/92      | Oct/02; Sept/07  | Sept/07             |

### 1. POLICY STATEMENT

To provide guidance to the registrar in maintaining a uniform practice in reviewing license/membership applications.

### 2. POLICY

It is generally accepted that an application for a MARRT license/membership must be completed (including full payment of the prescribed fee) in order for the registrar to process the application and to grant the license/membership.

Only the Board of Directors may grant a license/membership in the absence of a complete application and only where precipitated by extraordinary circumstances.

### 3. PROCEDURE

#### Registrar's Responsibility

- The registrar shall contact the applicant to advise them of the particulars of the incompleteness of the application and inability to grant a license/membership under normal operating procedures.
- Request from the applicant those items missing from the application and upon receipt of them process the application as usual.
- Where an applicant cannot or will not complete the application fully as required the registrar will advise the applicant that the application can no longer be processed under normal procedures and advise the applicant of the appeal process to the Board of Directors of MARRT.

### 4. APPEALS PROCESS

Appeals may be made to the Board of Directors of MARRT. The appeal must be in writing, describing the circumstances of the event/issues involved. The appeal must clearly state the desired decision that is requested.

### 5. BOARD OF DIRECTOR'S RESPONSIBILITY

- The president shall call a special Board of Directors meeting to consider all applicants for license/membership deemed incomplete by the registrar

- The Board of Directors shall review the application and any appeals relating to them. After discussion a vote to approve the application and any conditions put forth will be taken. A two thirds (2/3) majority vote to approve will be required in the granting of the license/membership.

## M-04 Membership Information Distribution

| Section    | Date Issued | Revision Date(s) | Date of Last Review |
|------------|-------------|------------------|---------------------|
| Governance | March 2017  |                  |                     |

### 1. POLICY STATEMENT

To provide assurances that the MARRT member's personal information remains private and confidential according to the criteria described in the Government of Canada - Privacy Act; while ensuring that the public has access to the information included in the current Active Practicing roster, as required by the Manitoba Registered Respiratory Therapist Act.

### 12. POLICY

The MARRT board is responsible for governing the use, distribution and protection of materials related to membership demographics and licensing information, including any conditions and restrictions on the practice of its members.

The MARRT is the sole proprietor of all information collected on the MARRT website. The MARRT can only access / collect personal information provided by its members through the individual member's profile.

Information not required to be made public will not be sold / rented / or otherwise distributed.

### 13. PROCEDURE

The MARRT Active Practitioner list available to the public will contain only the following information:

- Member's full name
- MARRT registration number
- Employment facility
- License Conditions
- License expiry date

## P-01 Loan of Display Board

| Section          | Date Issued | Revision Date(s)          | Date of Last Review |
|------------------|-------------|---------------------------|---------------------|
| Public Relations | Jan/88      | Apr/89; Aug/90;<br>Ocr/02 | Oct/02              |

### 1. POLICY STATEMENT

The MARRT display board shall be made available free of charge to any member of the Association for functions which promote the Association or the profession. The display board may also be available to other groups for use at a pre-set price to cover the cost of upkeep on the equipment.

### 2. POLICY

Written or verbal requests for use shall be made to the Vice-President/SORT delegate.

All individuals or groups using the system will be responsible for transport and delivery costs as well as any other related costs.

The rental fee for non-members is \$250.00 per maximum five (5) days or portion thereof. Payment shall be made to the MARRT in advance.

Any damages to the display panel, components or graphics shall be the responsibility of the user. (Replacement costs will be in effect should damages occur).

Anyone wishing to utilize the system will be required to sign a rental agreement noting the terms and conditions of the rental (as per the following).

The renter must provide evidence of insurance or evidence of sufficient funds to replace the display board.

## P-02 Website Policy

| Section          | Date Issued | Revision Date(s) | Date of Last Review |
|------------------|-------------|------------------|---------------------|
| Public Relations | Jun/13      |                  |                     |

### 1. POLICY STATEMENT

To ensure that all external web links posted on the website provide information to our members which is congruent with the vision and mission statements of the MARRT.

### 2. DEFINITIONS

**“Association”**: The Manitoba Association of Registered Respiratory Therapists

**“Board”**: The MARRT Board of Directors

**“Link(s)”**: External website links

**“Website”**: The MARRT website

**“URL”**: Stands for Uniform Resource Locator. It refers to the unique address for a file on the internet

**“User(s)”**: Any individual who accesses the MARRT website

### 3. POLICY

All links posted on the website are listed for the convenience of the users and are used at their own risk.

Links shall not pose a conflict of interest for any member of the Board, the Association Manager, or the Association as a whole.

Any link posted on the website shall not result in financial gain by any member of the Board, the Association Manager, or any member of the Association.

The posting of links on the website does not imply endorsement of that website by the Association.

External web links are not under the control of the Association, and the Association is not responsible for the content within the linked website.



Links to the following are acceptable:

- Links which provide continuing education credits acceptable to the Association.
- Respiratory therapy education programs and their affiliation institutions.
- Legislation pertaining to the practice of respiratory therapy in Manitoba and across Canada.
- Provincial/National respiratory therapy associations, societies, and regulatory bodies.
- Not-for-profit provincial/national organizations promoting lung health (Examples: The Lung Association, the Canadian Thoracic Society).

#### 4. PROCEDURE

All requests to post a link on the website shall be directed to the Association Manager.

The Association Manager will forward the link via email to the Secretary for review of the link, and approval or denial of the request.

If the link has been approved, the Association Manager will post the link to the MARRT website.

If the link has not been approved, the Association Manager will contact the requestor to inform them that their request has been denied.

All links to external websites will be reviewed annually by the Secretary for their continuing value to users.

#### 5. REFERENCES

“Canadian Chiropractic Examining Board: Web Links Policy”. Canadian Chiropractic Examining Board <http://www.cceb.ca/docs/weblinks.pdf> Accessed January 8, 2013

“Content Management Policy: Legal Aid NSW website and intranet”. Version 1.3 2010. Legal Aid New South Wales [http://www.legalaid.nsw.gov.au/\\_data/assets/pdf\\_file/0003/9660/Web-content-management-policy.pdf](http://www.legalaid.nsw.gov.au/_data/assets/pdf_file/0003/9660/Web-content-management-policy.pdf) Accessed November 3, 2012

“University of Manitoba Web Standards Guidelines”. Version 4 – August 2012. [http://umanitoba.ca/admin/mco/media/web\\_standards\\_guidelines\\_2012.pdf](http://umanitoba.ca/admin/mco/media/web_standards_guidelines_2012.pdf) Accessed January 21, 2013