



College of Veterinarians of British Columbia

TERMS OF REFERENCE

Registration Committee

Type	Statutory Committee
Legal Authority	<i>Veterinarians Act</i> s. 5 and s. 1.38 of the Bylaws
Date Established	Established under Bylaw s. 1.39
ToR Approved /Amended	April 26, 2019
Policy Intent	Compliance with ss. 3, 5, 32 to 38 and 76 of the Act, and ss. 1.42 to 1.47 of the Bylaws as applicable
Duties and Authorities	The Registration Committee must, among other things: Decide on applications for registration in accordance with the Act Hold hearings on applications for registration in accordance with the Act, and Oversee the College Bylaw and Ethics Exam process
Attendance and Communication	Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12 month period may result in dismissal
Policies and Procedures	Pending
Members Appointed by	Council (Bylaw s. 1.43(1)(b))
Chair Appointed by	Council, in consideration of the committee's recommendation (Bylaws 1.43(1)(c))
Number of Members	Minimum of 5, maximum of 9
Member Composition	At least 5 registrants, plus 1 or more public member when practicable
Length of Member Term	3 years
Number of Re-Appointments	See Bylaw s. 1.43
Committee Reports to	Registrar for operational reports. Can also report directly to Council as needed
Reporting Schedule	An annual report and reporting at least once every 3 months in a form directed by Council
Performance Review Process	Annually by Registrar, reported to Council
Membership Review Process	Annually by Registrar, reported to Council
Honoraria Policy	CVBC Council and Committee Honoraria Policy applies