

## **Governance Structure & Responsibilities**

### **1.0 Background**

The Accreditation Council for Canadian Physiotherapy Academic Programs (ACCPAP) was incorporated in 2000 for the purpose of accrediting physiotherapy education programs in Canada.

The Mission of ACCPAP is to assure the quality of physiotherapy education in Canada through accreditation.

The Vision of ACCPAP is to be recognized for excellence and innovation in physiotherapy education accreditation.

A governance structure was established to provide a framework for the Council to accomplish its Mission and Vision. The corporation By-laws outline the governance structure<sup>1</sup>, which is depicted in Figure 1, and the roles and responsibilities of those participating in governance.

### **2.0 Roles and Responsibilities**

#### **2.1 Council**

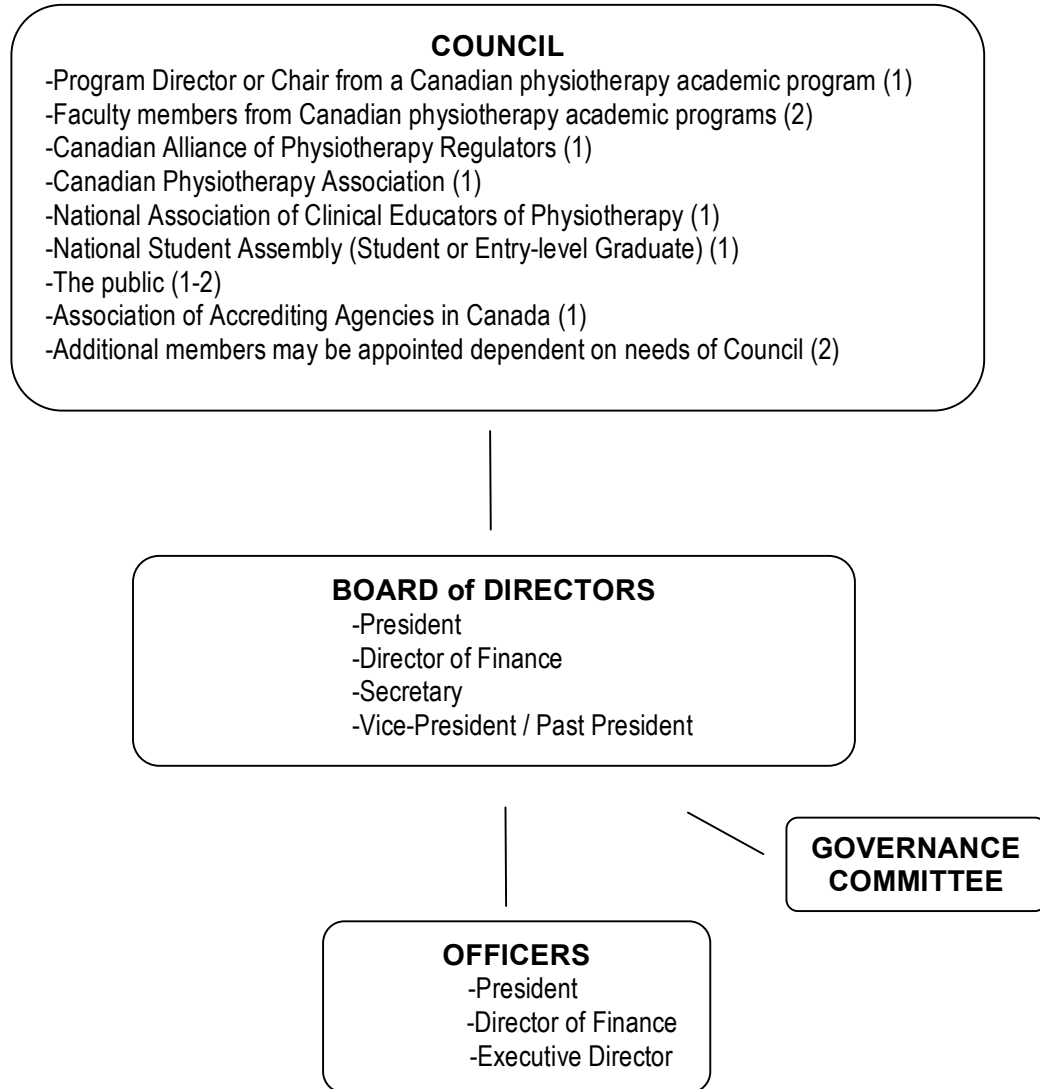
The Council comprises nine (9) to twelve (12) members from the following groups or organizations

- i. Canadian Physiotherapy Association (1),
- ii. Program Director or Chair from a Canadian physiotherapy academic program (1),
- iii. Faculty members from Canadian physiotherapy academic programs (2);
- iv. The Canadian Alliance of *Physiotherapy* Regulators (1),
- v. National Association of Clinical Educators of Physiotherapy (1),
- vi. National Student Assembly (Entry-level graduate) (1),
- vii. The public (1-2),
- viii. The Association of Accrediting Agencies in Canada or a member of an agency conducting accreditation of professional education programs (1), and
- ix. Additional Council members may be appointed depending on the needs of the Council (2).

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<sup>1</sup> Requirements for governance of an incorporated body are also detailed in the Canada Corporations Act.

Figure 1. ACCPAP Governance Structure



The Council meets from at least two times each year. Council members comprise the decision-making body with primary responsibilities to

- establish, review, and revise accreditation standards,
- review accreditation reports and make accreditation awards,
- elect the Board of Directors,
- approve changes in By-laws,
- ratify the acts of the Board of Directors, and
- consider the financial statements and appointment of an auditor.

## 2.2 Board of Directors

The ACCPAP Board comprises four Directors that are elected by the Council and include the President, Director of Finance, Secretary and Vice-President/Past President positions. A member of the Board of Directors must have served on the Council for at least one year. At least three of the Directors must be physiotherapists and members of the Council. The Executive Director is an ex officio member of the Board.

The term of office for the President is two years. Prior to serving as the President, a Director would serve one year as Vice-President; following the term of President, the Director would serve as the Past President for a one- year term. The term of office for the Director of Finance and the Secretary is three years.

The members of the Board meet at least twice each year and have the primary responsibility to:

- supervise, control and direct the affairs and business of the Council;
- propose, appeal or amend the By-laws;
- appoint and delegate responsibility to the Executive Director; and
- establish committees.

Specific roles and responsibilities of the Members of the Board of Directors are:

### *The President shall:*

- be a member of the Council and act as an officer of the Council,
- preside at all meetings of the Members and the Board of Directors,
- perform the duties of the Executive Director in the absence or disability of the Executive Director,
- perform such other duties as may be determined by the Board of Directors from time to time, and
- disburse the funds of the Council as may be directed by proper authority.

### *The Director of Finance shall:*

- be a member of the Council and attending Board meetings and special meetings as scheduled
- act as an Officer for the Council,
- act as one of the signing officers for the Council,
- supervise and scrutinize the financial processes of the Council, and

-render to the Executive Director and the Board of Directors when required an accounting of the transactions of the Council and a statement of the financial position of the Council.

*The Secretary shall*

- be a member of the Council and attend Board meetings and special meetings as scheduled
- ensure that proceedings of all meetings are maintained and available for review at the Annual General Meeting
- record proceedings of meetings in the absence of the Executive Director
- perform special assignments as requested by the President and Executive Committee

*The Vice-President shall:*

- be a member of the Council and attend Board meetings and special meetings as scheduled
- serve as President in the absence of the President; in the event of a vacancy of office of the President, the Vice-President shall succeed and assume the role of President for the balance of the unexpired term
- assist with meeting planning and preparation and
- perform special assignments as requested by the President and Executive Committee.

*The Past-President shall:*

- be a member of the Council and attend Board meetings and special meetings as scheduled
- assist with meeting planning and preparation
- perform special assignments as requested by the President and Executive Committee and
- fulfill other duties as requested.

*The Executive Director shall:*

- perform all such duties as are customary for a chief executive officer of a corporation similar in size and operation of the Council,
- ensure that all orders and resolutions of the Board of Directors and the Council are carried into effect,
- act as custodian of the Corporate Seal of the Council,
- act as a signing officer for the Council,
- keep full and accurate accounts of all the assets, liabilities, receipts and disbursements of the Council in the books belonging to the Council,
- perform such other duties as may be specified by by-law from time to time, and
- be an ex-officio non-voting Member of the Board of Directors and all committees of the Council unless otherwise determined by the Board of Directors.

### 2.3 Officers

Officers of ACCPAP include the President, Director of Finance and the Executive Director. As outlined in the previous sections (2.1 and 2.2), the Council elects the President and Director of Finance as Directors. The term of office for Officers is three years and their overall responsibility is for the day-to-day operations of the Council. Specific responsibilities of each Officer are outlined in the following:

### 2.4 Governance Committee

The Governance Committee (Committee) is a Standing Committee of the ACCPAP Board of Directors. The Committee shall comprise three (3) members, at least two of who shall be Council members. The third, external Committee member, should have experience in education accreditation and could also be a former Council Member. The Executive Director is also an ex-officio, non-voting member of the Committee.

Members of the Committee shall be appointed by the Board of Directors and ratified by voting members of the Council at the Annual General Meeting. The term of office is two years and may be extended for up to six years. Members of the Committee shall appoint one (1) member to act as the Chair; the Chair must be a current Council member.

The principal objectives of the Committee are to review governance matters of the Council and Board and to assist the Board in governing the organization effectively. The objectives will be achieved through responsibilities focused in four major areas

- i. Governance Policy Review;
- ii. Succession Planning;
- iii. Board and Council Orientation and Development; and
- iv. Board and Council Evaluation.