

Terms of Reference of the Practice Review Committee

Purpose

The purpose of the practice review committee is to design, implement, and maintain comprehensive systems that ensure the highest standards of professional conduct and accountability within our organization. The committee aims to foster a culture of transparency, integrity, and continuous improvement by Developing Robust Tracking Mechanisms, Promoting Best Practices, Ensuring Compliance, Enhancing Transparency, Facilitating Continuous Improvement, Supporting Professional Development

Composition:

1. The Practice Review Committee includes:
 - 1.1. One board member appointed or elected by the Board of Directors as the Chair.
 - 1.2. One, or more, board member(s) appointed or elected by the Board of Directors as the Vice-chair(s).
 - 1.3. Two or more members of TRO appointed/recruited by the Board of Directors.
 - 1.4. R/TRO Administrator
2. The Board may make temporary appointments to the committee, to fill vacancies until a formal request for committee membership and selection process has been initiated and successfully concluded.
3. TRO's Executive Director shall be an ex officio member.

Meeting Frequency

1. The Practice Review Committee meets a minimum of 10 times per calendar year or as frequent as needed. They will also meet at the request of the board or the ED.

Duties and Responsibilities of the Chair, Vice-chair(s) and Members

The Practice Review Committee Will:

1. **Develop Effective Tracking:** Create and improve systems that monitor and record professional activities, compliance with guidelines, and TRO Standards of Practice.
2. **Promote Best Practices:** Identify and integrate TRO's essential competency framework into continuing education opportunities.
3. **Ensure Compliance:** Make sure all professionals follow TRO requirements and Designation policies through regular tracking and audits.
4. **Enhance Transparency:** Provide clear and accessible information regarding TRO's Professional Designation
5. **Facilitate Improvement:** Regularly review and update designation and professional contribution processes and systems based on member feedback and evolving practices.
6. **Support Development:** Use tracked data to identify areas for membership engagement and professional growth.
7. **The Practice Review Committee:** Is obliged to act on any other matters assigned by the board of directors or ED.

Decision-Making and Quorum

1. Is 50% of committee members with one being chair or vice chair.
2. In the event a member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.
3. A committee member should not miss more than 3 meetings in a calendar year without prior communication with the Committee Lead(s) or TRO's Executive Director.

4. Any repeated misconduct as per TRO's By-Laws, may result in a committee member being demised from the committee.

Reviewed and Revised: May 21, 2024, June 17, 2024

To be reviewed: June 2025