

Professional Practice Commission
Terms of Reference
(Approved by the Board April 28, 2010)

Purpose

The Professional Practice Commission serves the membership of CASC/ACSS by providing leadership in promoting the professional practice and enhancing the professional identity of the membership.

Functions

The Professional Practice Commission:

- develops and implements standards of practice for spiritual care, counselling and education
- provides leadership for the development of professional “colleges”/“associations”
- promotes and enhances the recruitment and retention of members, identifying the value of CASC/ACSS membership
- advises and reports to the Board of Directors on matters pertaining to professional practice and the work of the Commission
- advocates with employers, faith groups and government for spiritual care, counselling and education
- supports and ensures opportunities for professional affiliation, continuing education, and research by the members of the Association
- seeks and supports opportunities for collaboration with other Associations
- develops, promotes and oversees the peer review process
- liaises with and receives regular reports from the CASC/ACSS Representative to the Board of Managers of the Journal of Pastoral Care Publications, Inc. (JPCP, Inc).
- advises and reports to the Board of Directors on matters pertaining to the JPCP, Inc.

Membership

The members of the Professional Practice Commission are certified members of CASC/ACSS. Exceptions are to be approved by majority vote of the Professional Practice Commission. The membership of the Professional Practice Commission shall include:

- the Chair
- the Vice-Chair
- the Secretary
- the Chairs of the Regional Professional Practice Committees
- the Chair of the Pastoral Counsellors Committee
- the Peer Review Coordinator

- the Standards Revisions Coordinator
- with power to add

Membership on the Commission will be for a two (2) year term. Members may serve for two (2) consecutive terms after which they may not serve on the Commission for at least one year. The exception is the Vice-Chair and Chair (see next paragraph).

The Vice-Chair of the Commission is elected by the membership of the Association at its Annual Meeting. The Vice-Chair will serve one year of a two-year term prior to assuming the Chair position and the other year of the two-year term following service as the Chair. The Chair position is a two (2) year term.

The Secretary, the Pastoral Counsellors' Chair, the Peer Review Coordinator, the Standards Revisions Coordinator and the CASC/ACSS Representative to the JPCP, Inc. Board of Managers are appointed by the Commission. Nominations for Journal of Pastoral Care and Counseling (JPCC) Editorial Advisors are made by the Commission and advanced to the JPCC Managing Editor by the CASC/ACSS Representative to the Board of Managers. Editorial Advisors and the Representative to the Board of Managers are not members of the Commission. The Chairs of the Regional Professional Practice Committees are elected by their respective Regions.

Officers

The Officers of the Professional Practice Commission shall be the Chair, the Vice-Chair, and the Secretary.

The Chair shall:

- call and preside at the meetings of the Commission
- provide leadership to the Commission in fulfilling its Purpose and Functions
- be accountable to the Board of Directors for the annual budget of the Commission
- advise and report to the Board of Directors on matters pertaining to professional practice and the JPCP, Inc.

The Vice-Chair shall:

- monitor Website changes relating to the Commission
- other duties as delegated by the Chair

The Secretary shall:

- record the minutes of all meetings of the Commission
- receive and prepare correspondence on behalf of the Commission
- ensure copies of the minutes of all meetings are stored in the Association's National Office.

Meetings

The Commission will meet regularly at the call of the Chair or a majority of the membership of the Commission. Special meetings of the Commission may be called by the Chair upon petition of twenty (20) members of the Association representing more than one Region.

Quorum

At all duly called meetings of the Commission a majority of the members will constitute a quorum.

Reports and Consultation

The Professional Practice Commission is accountable to the membership for its work on their behalf. The Commission will report directly to the membership at its Annual General Meetings and the Board of Directors between Annual General Meetings. The Commission will consult regularly with the Executive, the Board of Directors and the Chair of the Education Standards Commission and the Chairperson of the National Ethics Committee.

Communication

The Commission will communicate regularly with the membership through the National Office, consulting with the membership as necessary and appropriate.