

## Canadian Association of Spiritual Care

### National Ethics Committee Terms of Reference

#### **Purpose:**

To uphold, promote, review and implement the Code of Ethics and Professional Conduct of the Association.

#### **Functions:**

Members of the National Ethics Committee will:

1. Provide for the education of membership and the public regarding the CASC/ACSS Code of Ethics in the interest of promotion an ethical culture within CASC/ACSS.
2. Receive complaints and concerns from CASC/ACSS members and the public for alleged violations of the Code ensuring they are dealt with in a timely, fair, clear and transparent manner.
3. Identify patterns in ethics complaints.
4. Propose the need for policy within the organization and proactively address problem areas.
5. Participate in training.

#### **Membership:**

The Ethics Committee shall consist of the Chair, Vice Chair and the Chairs of each Regional Ethics Committee.

1. The Chair serves a term of two years up to a maximum of two terms. The Chair sits as a member of the CASC/ACSS Board of Directors.
2. The Vice Chair will serve one year of a two year term prior to assuming the Chair and serves the second year of the two year term as Past Chair following service as Chair.
3. Members normally serve for a term of two years with the provision for up to two additional two year terms.
4. All NEC members must complete the Ethics Education Module and familiarize themselves with the Policies and Procedures of NEC.

#### **Officers:**

The Officers shall consist of the Chair and the Vice Chair or Past Chair:

1. The Chair and Vice Chair/Past Chair must be Specialists (Certified Members of CASC/ACSS).
2. The Vice Chair is elected by NEC members.
3. The Vice Chair becomes Chair when the Chair has completed his or her two year term of service and functions as the Chair in the absence of the Chair.
4. The Chair presides at the meetings of NEC and calls meetings as necessary.
5. The Vice Chair or Past Chair will act as Secretary for all NEC meetings.
6. The NEC will be responsible for the NEC budget.

**Meetings:**

The NEC will meet annually prior to the CASC/ACSS Annual Conference, and at other times as deemed necessary and called by the Chair.

**Quorum:**

Half of the total membership plus one will constitute quorum.