

## Terms of Reference

### Accreditation Decision Committee

#### Purpose

The Accreditation Decision Committee (ADC) is a standing committee appointed by the Canadian Massage Therapy Council for Accreditation Board of Directors. The ADC is a decision-making entity, to which the Board has delegated the authority to award accreditation and grant Preliminary Accreditation. The purpose of the ADC is to implement the policies and procedures of CMTCA's accreditation program for the review of massage therapy education programs.

The committee will fulfill its purpose by:

- Reviewing accreditation reports prepared by survey teams and staff following Preliminary Accreditation reviews or site visits; and
- Applying knowledge of the CMTCA Accreditation Standards for Canadian Massage Therapy Education Programs and Decision-Making Framework.

#### Objectives

Members of the Accreditation Decision Committee will:

- Award accreditation status (non accreditation, or accreditation of one, three or five years) based on staff recommendations and reports;
- Grant Preliminary Accreditation based on staff recommendations and reports;
- Uphold CMTCA's accreditation standards, process, and decision-making framework;
- Consider and declare any conflict-of-interest, real or perceived (see policy on Conflict of Interest); and
- Protect the confidentiality of all accreditation review and decision-making activities including committee discussions and accreditation outcomes.
- Identify opportunities for clarification and quality improvement in the accreditation process;

#### Membership composition and appointment

Membership composition should reflect the massage therapy education community and accreditation community in Canada including diverse experience, knowledge, and skill sets. Note that one member may represent several of these areas.



The ADC is accountable to the Board of Directors. The ADC comprises five to seven voting members appointed by the Board of Directors from the following areas of expertise and experience:

- Up to two current members of the Board of Directors
- Three members with in-depth knowledge of massage therapy education in Canada (minimum 3)
- Two members with in-depth knowledge of accreditation best-practices, particularly in the Canadian education context (minimum 2), with at least one member from an accredited profession other than massage therapy
- Majority of members with recent, demonstrated experience in massage therapy in Canada
- A majority of members with demonstrated experience with, and understanding of the CMTCA Accreditation Standards for Massage Therapy Education, and the [Inter-Jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice](#)

The Executive Director of CMTCA and/or a delegate from staff will sit as an ex-officio, non-voting member of the ADC.

The Committee shall aim to have representation from:

- Many of Canada's provinces and territories
- Both private and public massage therapy education programs
- Demonstrated experience with, and understanding of, massage therapy best practices
- Knowledge of ethics and client safety within the context of massage therapy and massage therapy education
- Knowledge of regional-specific regulations for massage therapy education programs and practice across Canada

The Nominations Committee is responsible for recruiting members and will recommend a slate of one or more candidates for each vacant position to the Board for appointment. The Nominations Committee is responsible to canvass the ADC for members willing to stand for the role of ADC Chair and Vice Chair, and recommend candidates to the Board for approval.

## Responsibilities

Prospective committee members should have availability to participate in eight to twelve videoconference meetings of one to three hours each per year. Committee members are responsible to:

- Review meeting materials prior to the meeting
- Attend approximately eight to twelve videoconference meetings of one to three hours each (per year)
- Willingness to attend an in-person meeting at most annually
- Review staff recommendations for accreditation status and accreditation decision length to ensure that all aspects of the accreditation process have been followed, including adherence to the accreditation standards and the CMTCA Decision Making Framework;

- Review reports to education programs to ensure fairness and clarity;
- Receive accreditation appeal panel decision reports; and
- Act as champions to raise awareness of, and support adoption of, the CMTCA massage therapy standards and accreditation process.

The role of ADC members is to inform the accreditation program decision-making process and not to serve as representatives of their interested party or stakeholder group. Committee members should not assume a responsibility to report back to their respective organizations, as this would violate the confidentiality of the work of the committee. Members commit to voting based on their knowledge of the CMTCA accreditation standards, policies and processes, and not as a representative of the position of their respective organizations.

## Term

The term of office for board members serving on the ADC is two years, renewable once for a maximum of four consecutive years.

The term of office for all other members of the ADC is three years, renewable once for a maximum of six consecutive years. The term of office for the ADC Chair and ADC Vice-Chair is one year, renewable annually.

## Operations

Meetings will be organized in advance and facilitated by CMTCA staff using the Microsoft Teams platform. Meetings will include an orientation to the accreditation standards, decision-making framework and review process. Members should expect to complete preparatory work prior to each meeting.

The working language of the committee will be in English, including any meeting documents provided to committee members.

## Quorum

Quorum at ADC meetings is a simple majority of members. At all meetings, every motion will be decided by a simple majority of the votes cast on the motion, including that of the Chair. In case of an equality of votes, the motion is lost.

## Minutes

Minutes of all meetings shall be recorded and reviewed for approval at the start of the next meeting.

## Compensation and expenses

Committee members will receive an honorarium for each hour of meeting attended. Participants should expect to complete preparatory work and/or follow-up tasks for each meeting (no additional honorarium is provided for preparation time).

Expenses of ADC members for any meetings will be paid by CMTCA in accordance with established policies and procedures.

### Conflict of Interest:

Members must consider and declare any conflict-of-interest, real or perceived (see policy on Conflict of Interest) for each education program being reviewed.

Accreditation Decision Committee members may not hold positions as CMTCA staff or as active CMTCA surveyors.

### Role of the Chair and Vice Chair

The Chair and Vice Chair will be chosen by the committee members (by secret ballot if necessary).

The term of office for the Chair of the ADC is one year, renewable. The Chair is responsible to:

- chair committee meetings, or arrange for a designate (such as the Vice-Chair)
- provide leadership and ensure the committee members meet the responsibilities outlined in the terms of reference
- ensure that members follow CMTCA's conflict of interest and confidentiality policies
- work with staff to ensure accurate meeting minutes are recorded
- submit and present a Report from the Accreditation Committee to the Board of Directors of CMTCA when requested
- support the Chair of the Nominations Committee in communicating calls for applications, in recruitment and renewal decision-making when needed, and in communicating renewal and appointment decisions to members, applicants, and successful appointees

The Vice-Chair is responsible for any or all the above duties in the absence of, or at the request of, the Chair.