

PAN CANADIAN ALLIANCE OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY ASSOCIATIONS TERMS OF REFERENCE

Purpose:

The Pan Canadian Alliance serves in a collaborative, information sharing capacity on behalf of provincial, territorial and national speech-language pathology and audiology professional associations. The Pan-Canadian Alliance focuses on issues of mutual benefit and interest, both for the betterment of the professions of speech-language pathology and audiology and on behalf of the clients whom our professions serve.

Objectives:

- To maintain a forum for the exchange of information across the country;
- To collaborate on cross-sectorial matters, which impact our professional bodies and the clients whom our professions serve;
- To identify priority areas for advocacy and action while respecting the complementary roles of the member associations in advocating at the provincial, territorial and national levels;
- To coordinate member association efforts, including but not limited to advocacy, public awareness and education, individual member benefits and social media.

Membership:

Membership in the Pan-Canadian Alliance is open to any provincial, territorial or national speech-language pathology and/or audiology professional association or individual(s) representing SLPs and Audiologists in their Province/Territory.

There are currently 11 members of the Pan-Canadian Alliance. They include:

- Speech-Language & Audiology Canada (SAC)
- Speech and Hearing BC
- Alberta Association of Audiologists (AA of A)
- Association québécoise des orthophonistes et des audiologistes (AQOA)
- Prince Edward Island Speech and Hearing Association (PEISHA)
- Newfoundland and Labrador Association of Speech-Language Pathologists and Audiologists (NLASLPA)
- Yukon Speech-Language Pathology and Audiology Association (YSLPAA)
- Association of Northwest Territorial Speech-Language Pathologists and Audiologists (ANTSLPA)
- 1 member representing the province of Ontario
- 1 member representing the province of New Brunswick
- 1 member representing the province of Saskatchewan

Each representative sits on the Pan-Canadian Alliance as an equal **voting** member. Each member organization may choose an optional second designate that participates as a **non-voting** member. SAC's Chief Executive Officer and Governance & Administration Coordinator serve as the Secretariat for the Pan-Canadian Alliance, and are non-voting.

Term

Alliance members shall serve a two-year term and may continue to serve for a one-year extension.

Chair:

A PCA representative will serve as Chair of the Pan-Canadian Alliance for a term of two years. The term of Chair will commence at the beginning of the calendar year. The Chair will be invited to attend all regular and planning meetings of the Pan-Canadian Alliance. The Chair will have a vote and in the event of a tie, the Chair shall exercise the right to cast a determining vote.

The Chair will receive a complimentary registration to the SAC Conference.

In the event that the Chair is unable to attend and/or chair a meeting, the Vice-Chair or member at large will be called upon to act as Chair.

Vice-Chair:

A Vice-Chair will also be selected from amongst Pan-Canadian Alliance participants, one year prior to taking on Chair responsibilities. The term of Vice-Chair will commence at the beginning of the calendar year.

The Vice-Chair will be expected to attend all regular and planning meetings of the Pan-Canadian Alliance. This will ensure a smooth transition of duties from one year to the next. The Vice-Chair shall not have a vote if they are an SAC representative.

The Vice-Chair will receive a complimentary registration to the SAC Conference.

Roles and Responsibilities:

Members agree:

- To review background documentation and relevant literature, as required;
- To attend scheduled meetings and participate in the ongoing discussion and decision-making of the Pan-Canadian Alliance;
 - Only **voting** representatives approve decisions made by the Pan-Canadian Alliance;
 - A member at large will participate in planning meetings to provide input on the meeting agenda. This position will rotate amongst representatives of each member organization, annually;
- To participate in the completion of assigned tasks and duties, as required;
- To act in a respectful and professional manner at all times and maintain discretion related to Pan-Canadian Alliance business;

- To have a clear plan to communicate PCA outcomes and information with speech-language pathologists, audiologists and communication health assistants (as appropriate) in their province or territory;
- To gather information regarding topics of discussion.

The Pan-Canadian Alliance is authorized to establish time-limited discussion or working groups comprised of a subset of its members and others, as required, for the purposes of completing defined tasks that are in keeping with broader Pan-Canadian Alliance objectives.

Chair agrees:

- To review agendas and discuss any relevant issues with the Secretariat prior to meetings, as required;
- To lead meetings and facilitate discussion, as required;
- To serve as a contact person for ongoing Pan-Canadian Alliance business;
- To review minutes and provide feedback to the Secretariat in a timely manner following meetings.

Frequency of Meetings:

A minimum of four meetings per calendar year (March, May, September and November) will be scheduled via tele/video conference, with the exception of the face-to-face meeting, which will be held in conjunction with the biennial Speech-Language and Audiology Canada S-LP conference held in even numbered years in the Spring. Communication in between meetings will be augmented with email/ correspondence as required. The secretariat will maintain a Google Drive to house documentation from previous meetings and documentation for upcoming meetings.

Quorum

50% + 1 shall constitute quorum.

Voting

In matters of voting, the majority (50% +1) shall rule. The committee Chair has the right to vote.

Minutes:

Minutes will be recorded and maintained by the Secretariat. Electronic copies will be distributed to all Pan-Canadian Alliance participants and posted on the Google Drive.

Annual Fees:

All members of the Pan-Canadian Alliance will pay an annual fee. The annual fee will be invoiced by SAC each year. The fee covers meeting administration expenses and resources. SAC coordinates all calls and meetings and the associated costs.

Pan-Canadian Alliance Annual Fee Structure

ASSOCIATION	ANNUAL FEE
Small associations (1-99 members) <ul style="list-style-type: none">• Alberta (AA of A)• Prince Edward Island• Northwest Territories• Yukon	\$25.00
Medium size associations (100-499 members) <ul style="list-style-type: none">• Newfoundland and Labrador	\$100.00
Large associations (500 plus members) <ul style="list-style-type: none">• British Columbia• Quebec	\$400.00

Project Funding

In the event that the Pan-Canadian Alliance undertakes a project. The cost-sharing will be split evenly amongst the Pan-Canadian Alliance members.

Date Approved: November 7, 2011

Date Revised: May 8, 2014, October 22, 2014, January 8, 2015, November 25, 2015, March 1, 2016, May 17, 2017, June 20, 2018, April 8, 2019, January 31, 2020, June 3, 2020, November 18, 2020, February 25, 2021, May 4, 2022, December 11, 2023

Review: Annually