

Policy 3.2 Work Group and Committee Administration

Created: 2008/11/21

Last Revised: 2024/08/19

Corresponding [Procedure 3.2](#)

Related Policies:

[Policy 1.3 Conflict of Interest](#)

[Policy 1.4 Operations during a Declared Provincial or Federal Public Health Emergency](#)

[Policy 3.3 Contracting of Services](#)

[Policy 4.3 Harassment and Cyberbullying](#)

General

APHEO depends on its members to participate in the activities of the Association. APHEO members are frequently asked to lead or participate in work groups and committees. This policy describes the recruitment, roles and responsibilities of work group and committee volunteers.

A work group or committee exists to serve a purpose outlined by the Executive Committee.

Policy

1. The Executive Committee has oversight of all work groups and committees. All work groups and committees are accountable to the Executive Committee.
2. Formation of work groups or committees must be supported by the APHEO Executive Committee.
3. Work group or committee chairs must be APHEO members.
4. Work group or committee members shall conduct themselves in a professional manner, and in accordance with the group's Terms of Reference and Policy 4.3 Harassment and Cyberbullying.
5. The formation, merging, dissolution or dormancy of a work group or committee must be supported by the APHEO Executive Committee.
 - 5.1. A new work group may consider forming when there is a need for knowledge exchange, collaboration, formalized advocacy, or the opportunity to collectively work towards a goal.
 - 5.2. A work group or committee may consider merging if they have overlapping purposes and goals with another work group or committee.
 - 5.3. When the purpose or goals of a work group or committee remains relevant to APHEO, but where no chair is available, or current membership is inadequate to support the Terms of Reference, the work group or committee will become dormant.
 - 5.4. Dissolution of a work group can occur when a group was created for a specific or time-limited purpose and has fulfilled its purpose or stipulated time period.



Responsible Executive Committee Lead

President

Prior Revision Dates

2008/11/21

2011/11/20

2012/10/16

2016/08/26

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Procedure 3.2 Work Group and Committee Administration

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Corresponding [Policy 3.2](#)

General

This procedure document complements the corresponding policy and describes the processes for the formation or dissolution of APHEO work groups and committees, the responsibilities of the work group or committee chair and members, and the responsibilities of the Executive Committee to support this work.

Procedures

1. The work group or committee will appoint a member to act as chair if the role is vacant..
 - 1.1. If no members are interested in being chair, the work group or committee will become dormant.
2. The work group or committee chair will:
 - 2.1. Create and manage a Terms of Reference for the work group or committee.
 - 2.1.1. The Terms of Reference should include at a minimum: the purpose, decision-making processes, and a conflict of interest statement.
 - 2.1.2. Provide regular updates as requested by the Executive Committee, at minimum annually.
3. Members of the work group or committee will:
 - 3.1. Actively contribute to the deliverables of the work group or committee as their capacity allows
 - 3.2. Conduct themselves in a professional manner and in accordance with the group's Terms of Reference.
 - 3.3. Declare any conflicts of interest when they arise.
4. The Executive Committee is responsible for approving the formation of new groups, the merge of work groups or committees and the dissolution of groups.
 - 4.1. The Secretary will connect with each work group throughout the year and track the status of each work group or committee.
 - 4.2. Work Group or Committee Status Changes:
 - 4.2.1. The formation of a work group or committee can be brought forward through presentation of terms of reference for approval from the Executive Committee.
 - 4.2.2. The status of a work group or committee as active or inactive (i.e., has not met as a group with no activity for at least 12 months) is evaluated and communicated by the chair or a work group member to the Executive Committee at least once per calendar year.



- 4.2.2.1. This can happen when work group updates are solicited (e.g., for the Annual General Meeting or otherwise) from the Executive Committee.
- 4.2.3. The merger of a work group or committee can be discussed by the chairs of respective groups. If an agreement is reached for merging based on overlapping purposes and goals, this will be communicated to a member of the APHEO Executive Committee so it can be brought to the Executive Committee for approval.
- 4.2.4. The dissolution of a work group or committee can be communicated to a member of the APHEO Executive Committee, so it can be brought to the Executive Committee for approval.
 - 4.2.4.1. Dissolution may occur if the purpose for the work group was time-limited.

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