Advocacy and Stakeholder Relations Portfolio

Terms of Reference
June 3rd, 2023

1. **Purpose**

The Advocacy and Stakeholder Relations Portfolio will liaise with the Government, Health Authority and Non Government Organizations (NGOs) to promote the mission, goals and strategic initiatives of the Saskatchewan Physiotherapy Association (SPA). The members of the Portfolio will work together to identify potential topics and issues of relevance to the SPA and other stakeholders and direct or initiate advocacy efforts on behalf of the SPA.

The Portfolio also functions to translate strategic direction from the SPA Board of Directors of the SPA to Working Groups that fall within the scope of the Portfolio.

2. **Term**

These Terms of Reference are effective from June 3rd, 2023 and will be ongoing until terminated by the SPA.

3. **Responsibilities**

- Provide an annual budget to the Treasurer to support the activities of the Portfolio.
- Address topics raised by the membership that are within the scope of the Portfolio.
- Explore, develop and implement plans to address topics and issues identified by the Strategic Plan, the Portfolio, or the SPA Board and enable rapid responses to issues as they arise.
- Where deemed appropriate, the Portfolio may develop Position Statements that are congruent with Canadian Physiotherapy Association (CPA) policy for approval by the SPA Board and communicate them to stakeholder organizations as appropriate.
- Maintain the focus of the Advocacy and Stakeholder Relations Portfolio and its Working Groups on their purpose and desired outcomes.
- To assist in the establishment of new Working Groups when deemed appropriate.
- Maintain communication with the SPA Board via Board Meeting reports and any other means requested by the Board of Directors.
- Maintain communication with the SPA Membership via newsletter submissions and any other means requested by the SPA Board of Directors.
- Develop and implement an approximate timeline to complete the tasks determined by the SPA Board and/or the Portfolio.

- Develop and implement strategies to achieve the goals of the Portfolio.
- Members are expected to:
    - Attend meetings whenever possible
    - Communicate respectfully and professionally
- Conform to regulations of *The Non-Profit Corporations Act* and the Bylaws and Policies and Procedures of the Board of the Saskatchewan Physiotherapy Association Inc.

4. Membership

The Advocacy and Stakeholder Relations Portfolio will:

- Be composed of two to six (2-6) SPA Board members. Term of office is one (1) year with possibility of renewal.
- Whenever possible, representatives from both public and private sectors should be included within Portfolio membership.

5. Portfolio Lead

The Lead shall:

- Call meetings of the Portfolio.
- Chair meetings of the Portfolio.
- Designate another member to chair meetings in the Lead's absence.
- Provide reports to the SPA Board of Directors on the work of the Advocacy and Stakeholder Relations Portfolio, including its Working Groups (as needed).
- Maintain communication with Working Groups to ensure they are able to function effectively.
- Provide guidance to Working Groups based on direction from the SPA Board and/or based on established goals.

6. Meetings

- A meeting quorum will be 50% of the members of the Advocacy and Stakeholder Relations Portfolio.
- Meetings will be held virtually or in person; the frequency, duration and time will be determined by the Portfolio members.
- If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions for a meeting that are made after the said meeting will not be considered for decision-making.

7. Meeting Documentation

- Meeting agendas and minutes will be kept. The agenda and meeting minutes will be kept and stored in the Advocacy and Stakeholder Relations Portfolio Google Drive folder.
- Meeting minutes shall be approved at subsequent meetings.
- Chair of the meeting and Recorder of the minutes shall be identified in the minutes.

8. Decision Making

Decisions are made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice). If not possible, the Chair shall take the issue to the SPA Board of Directors for discussion and decision.

9. Accountability

The Advocacy and Stakeholder Relations Portfolio is accountable to the Board of Directors of the Saskatchewan Physiotherapy Association Inc. and thereby to the membership of the association.

10. Authority

The Portfolio shall:

- Carry out responsibilities as established by the terms of reference.
- Provide governance and guidance to all the committees/working groups that fall under the Portfolio.
- Determine when new committees or working groups are necessary, or make recommendations to existing committees and working groups.

11. Staff Support

Administrative support will be provided by the SPA Staff upon request and as appropriate.

The Advocacy and Stakeholder Relations Portfolio cannot commit the use of the SPA's financial and human resources without approval from the SPA Board of Directors and should have these expenses reflected in their annual budget, as able.

12. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Advocacy and Stakeholder Relations Portfolio. Any proposed changes must then be submitted to the SPA Board of Directors for final approval.

Approved by Board of Directors: [insert date]
Reviewed by Board of Directors: [insert date]