Member Value and Engagement (MV&E) Portfolio
Terms of Reference

Approved 03/06/2023

1. **Purpose**
   The Member Value and Engagement (MV&E) Portfolio of the Saskatchewan Physiotherapy Association (SPA) is to provide opportunity for two way communication between SPA and its members, including students, practicing and non-practicing members, retired members, ("Membership") and anyone with and invested interest in the profession of physiotherapy, including academia and the general public ("Public").

   Through the initiatives and communication through and to SPA, the portfolio aims to provide opportunities for the Membership and the Public for recognition within the profession, education regarding the profession, opportunities to connect as a community, both in informal and formal settings.

   Initiatives will be achieved through a marketing proposal and plan, and will include regular Professional and Educational Awards opportunities, an Annual General Meeting, and opportunities to meet as a profession, online and in person, for social and professional reasons.

2. **Membership**
   The MV&E Portfolio will consist of 2-6 SPA Board of Directors.
   It would be in the best interest of the MV&E Portfolio to include members from the public sector, private sector and student membership, however not imperative for composition.

3. **Term**
   Membership on the MV&E Portfolio will be for a term of one (1) year, beginning on the first meeting after the AGM, with the option for renewal.

4. **Roles and Responsibilities**
   - To actively participate in the Value and Engagement Strategy as determined per the first meeting after the AGM for the coming term.
   - To attend approximately four to six (4-6) meetings per year of the portfolio on a regular and consistent basis, with goal attendance of no more than two (2) missed meetings within a term; meeting time to be arranged with consensus of the Portfolio.
   - To assist as needed in the budget recommendations for the MV&E Portfolio needs for the coming fiscal year. These needs will be based on the roles and responsibilities below including marketing, events, AGM and Awards.

- To help establish and execute a Marketing Proposal and Plan for the coming year, included but not limited to content for the monthly marketing proposal.
- To participate in community initiatives and events, when able, either in person and/or online, anticipating two to three (2-3) events in a year
- Arrange and attend the AGM and Annual Membership Awards
- Organize social media contributions for the SPA
- Oversee the Awards Committee
- Maintain communication with the SPA Board of Directors, through written and verbal communication

5. Lead

The initial meeting after AGM will be chaired by the previous year's SPA Board Member Lead if this member is still part of the Portfolio. In the event the previous year's Lead is no longer part of the portfolio, a SPA Board Member will chair the initial meeting, with the opportunity for a new Lead to be chosen, by consensus, or vote if needed.

The responsibilities of the Lead will include:

- Call meetings for the Portfolio via communication by email
- Chair meetings for the Portfolio
- Submit Briefing Notes and Newsletter Submissions on behalf of the MV&E Portfolio
- Report to the SPA Board of Directors at regular scheduled Board Meetings

6. Meetings

Meetings will be held virtually or in-person; frequency and duration of each meeting will be determined by the Portfolio.

If a member is not able to participate in a meeting, that member can speak to the Lead in advance so that the Lead 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. Documentation

Meeting minutes shall be kept for documentation of meeting discussions and decisions. These will be kept within the SPA Google Drive, with access for the Portfolio members. Access will be provided after the first initial meeting.

Communication with the SPA Board of Directors will remain fluid and occur through Briefing Notes presented at the regular Board of Director meetings. This will include any recommendations, requests for action, or approval of projects.

8. Decision Making

Decisions are made by consensus; meaning members are satisfied with the discussion and resulting decisions made, even if not the members preferred choice. If not possible, the Lead can present a discussion point to the Board of Directors, with supporting documentation for further discussion and ultimate decision making.

9. Authority

The MV&E Portfolio shall:

- Carry out the Roles and Responsibilities as established within these Terms of Reference
- Make recommendations for when new working groups may be required; the Portfolio has the authority to determine the final materials and/or content that is released by committees/working groups.
- Provide guidance and recommendations as needed to any and all working groups that fall within the MV&E Portfolio

10. Accountability

Due to the nature of the Portfolio, and Marketing Proposal, Plan and Requirements, staff support may include marketing support personnel. The MV&E Portfolio is accountable to the SPA Board of Directors, directly via the Lead.

The portfolio and its members shall, in carrying out their duties, 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.

11. Staff Support

- Administrative support will be provided by the SPA Staff upon request and as appropriate.
- Due to the nature of the Portfolio, and Marketing Proposal, Plan and Requirements, staff support may include marketing support personnel.

12. Amendments, Modifications, or Variation

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