SAIL Advocacy Working Group

Terms of Reference

Approved March 30, 2022

1. Purpose

The purpose of the SAIL Advocacy Working Group is to provide strategic direction and leadership to advocate for changes to the Government of Saskatchewan Aids to Independent Living Universal Benefits Program (SAIL).

The SAIL Advocacy Working Group aims to have physiotherapists granted expanded authority to requisition and prescribe Prosthetics and Orthotics to qualifying patients.

2. Term

These Terms of Reference are effective from April 1, 2022 and will be ongoing until terminated by agreement between the Working Group and the Saskatchewan Physiotherapy Association (SPA).

3. Responsibilities

- Maintain the focus of the SAIL Advocacy Working Group on the purpose and desired outcomes
- Maintain communication with the SPA (as per Section 9) and with all Working Group members
- Develop and implement an approximate timeline to complete the purpose of the Working Group
- Develop and implement strategies to achieve the purpose of the Working Group
- Working Group members are expected to:
    - Attend Working Group meetings whenever possible
    - Communicate respectfully and professionally within the Working Group, and with those external to the Working Group

4. Membership

The SAIL Advocacy Working Group will be comprised of:

- Physiotherapists that are licensed in Saskatchewan, or live in Saskatchewan
- Other members who have special expertise in this area may be added to the Working Group membership at the discretion of the Working Group

5. **Chair**
    - The initial meeting of the SAIL Advocacy Working Group will be chaired by the SPA President. At this initial meeting, a new Chair will be chosen by consensus, or vote if needed.
    - The Chair shall:
        - Call meetings of the committee
        - Chair meetings of the Working Group
        - Designate another Working Group member to chair the Working Group in the Chair's absence
        - Report to the SPA Board of Directors on the work of the Working Group

6. **Meetings**
    - A meeting quorum will be 50% of the members of the Working Group.
    - Meetings will be held virtually; the frequency, duration and time will be determined by the Working Group.
    - 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 submitted to the SPA Board of Directors (as per Section 9). The means by which the agenda and meeting minutes will be kept and stored will be determined by the Working Group at the initial meeting.
    - Meeting minutes shall be approved at subsequent meetings.

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 decision.

9. **Accountability**

    The Working Group is accountable to the Board of Directors of the SPA, via the Lead of the Advocacy and Stakeholder Relations Portfolio.

10. **Staff Support**
    - Administrative support will be provided by the SPA Staff upon request and as appropriate.
    - The Steering Committee cannot commit the use of the SPA's financial and human resources without approval from the SPA Board of Directors.

11. **Amendment, Modification or Variation**

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