

## The Partnership of Registered Psychotherapist Associations (PRPA)

### Terms of Reference

#### Name of the Organization

The Partnership of Registered Psychotherapist Associations (PRPA)

#### Mission Statement

Advocacy

PRPA is a collective of Ontario associations joined in discussion regarding advocacy issues as they emerge for Ontario RP's.

The goal of the PRPA is to strengthen the profession of Registered Psychotherapists in Ontario by responding to and advocating for issues pertaining to the practice of psychotherapy.

PRPA achieves this goal by identifying common issues/goals, pooling resources and engaging with Ontario stakeholders with “a collaborative voice.”

#### Membership

Any association that has RPs as members may be a member.

Members are listed in Appendix A.

#### Terms of Membership/Who Can Collaborate

Participation is open to any membership association representing Registered Psychotherapists in Ontario.

As an informal group of like-minded professionals, membership will be maintained without further stipulation by all affiliated member associations unless or until such time as the PRPA is dissolved by majority agreement or a member association provides written declaration of the intent to withdraw support from the consortium.

There will be four types of membership as follows:

<b>Member Type</b>	<b>Vote</b>	<b>Voice</b>
Member Organizations – organizations that have RPs as members	<b>Yes</b>	<b>Yes</b>
Supporting Member Organizations - organizations that do not have members but support the training of RPs.	<b>No</b>	<b>Yes</b>
Supporting Member Individuals – individuals that belong to a member organization but who are not the official representative of that organization.	<b>No</b>	<b>Yes</b>

Observers – individuals who do not belong to an association.	<b>No</b>	<b>No</b>
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### **Membership Affirmation**

On an annual basis, members of PRPA will affirm their commitment to PRPA and to officially name their two representatives to PRPA.

Working Groups will be affirmed at the first meeting of the year by PRPA to align with the work for the coming year.

### **Representation**

Each member of the PRPA will appoint a maximum of two members of its organization to be present at each meeting of the PRPA. It is the responsibility of each member association to ensure that its representatives are fully briefed on the details of any relevant background or historical information that may be required to be fully functional at the meeting. It is not the role of the Chair of a meeting to brief a new representative at the table.

Member organizations should make every attempt to have someone from their organizations who can vote present at each meeting. If one of the official two representatives is not able to attend, another person may attend the meeting. The Chair of the meeting should be notified if someone other than one of the two official representatives will vote at the meeting.

Observers are welcome at the meeting, however, if there is a constraint with regard to the number of people that a meeting room can accommodate, preference will be given to the official representatives of a group.

### **Decision Making**

A consensus model of decision-making is the preferred method of working together.

If consensus cannot be achieved and time is of the essence then a voting method will be used.

If there is an impasse at a meeting the Chair may choose to use the following process:

- Take a straw poll of the members present to determine how close to consensus the group is.
- Ask each voting member to articulate the following:  
“If there was a motion, I would vote (in favour of/against) the motion for the following reasons...”
- After all voting members have provided their rationale, the Chair may take another straw poll to determine if any positions have changed.
- If time is of the essence, then the Chair will ask for a motion, discussion and a vote.
- If time is not of the essence, then the Chair will defer the issue to another meeting and the group will decide what would be required to resolve the issue – i.e. additional research, documentation, further discussion with their organization.
- A minor issue of dissension can be included in any formal “Group” response by including the dissenting concerns as part of a “Minority Comment”.
- Where the dissension represents a major impasse and following much discussion/deferral the matter remains unresolved, then as a last resort the “Group” will defer from responding as one and each member organization would be encouraged to respond individually.

- No association will be prevented from expressing its requirements even if they are in opposition to the decision made by the group.
- If a group's opposition is significant enough they may consider withdrawing.
- It is hoped that the group is notified when public dissension is planned so that the other groups are not blind-sided.
- Being open and transparent about decisions, opinions and positions will assist in building trust within the group.

### **Internal Communications**

A Secretary position will be established. The role of this position will be to maintain the mailing list and ensure that a repository of documents is created. A full description of this position is contained in Appendix B.

### **External Communications**

There will be no official "spokesperson" for PRPA. The Chairs of the various Working Groups will be responsible for handling inquiries for their particular subject areas.

The Secretary will act as a "traffic director" for PRPA. An "info@" or "inquiry@" email address will be established. This email address will be directed to the Secretary. Inquiries will be sent to the appropriate Working Group Chair responsible for that particular area in addition to the Chair(s) of the upcoming meeting.

A member of the Working Group (usually the Chair of the Working Group) is required to respond within 48 hours. If a response is not received within 48 hours, the Chair responsible for the next PRPA meeting will be notified and will determine how to handle the request.

### **Quorum**

A meeting will have quorum if 50% plus 1 of the voting members are present. For example, if there are currently 12 voting members, quorum is 7.

### **Voting**

Each member association has one vote.

Proxy voting will not be allowed.

A motion is deemed to have passed given the following conditions.

- Motions related to changing the ToR require 2/3 majority of the voting members at the meeting.
- Motions related to regular business require 50% plus 1 majority of the voting members at the meeting.

### **Approval of Minutes**

Minutes will be prepared and circulated by email to the official representatives of each member organization within 10 days of a meeting. It is up to each member organization to check if they

have received the minutes and to contact the minute-taker or the Chair of the meeting if the minutes have not been received.

Member organizations have 14 days from the official distribution of the minutes to provide feedback in writing.

Member organizations are responsible for collecting feedback from their meeting participants, consolidating the feedback and sending feedback to the minute-taker.

Issues with the minutes:

- Typos or missing information etc. will be corrected by the minute-taker.
  - A correction of fact may be changed by the minute-taker with consultation with the Chair of the meeting if necessary.
  - A disagreement of fact (i.e. there is a dispute about what was said at the meeting) will be brought forward at the time the minutes are to be approved.
  - Items that may require further discussion will be added to the agenda as business arising.
- **Note:** Disagreement with a decision as long as the decision is recorded accurately does not constitute an error in the minutes.

## **Voting Methods**

### **At Face-to-face meetings**

Only those Associations with authorized representatives at a meeting may vote. i.e. no proxy voting is allowed.

### **Electronic Voting**

For teleconference meetings a verbal response to the question via live teleconference or videoconference may occur.

For matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the PRPA to meet in person or via teleconference, email polling and/or electronic voting may be used to help facilitate decisions of the PRPA. The Chair of the next meeting will be responsible for organizing the teleconference with the assistance of the Secretary.

### **Electronic voting Process**

- An email is sent to all members of PRPA.
- In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
- All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will

select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.

- If a motion is required, the Secretary will organize and coordinate the vote in conjunction with the identified lead of the specific Working Group who requested the motion.
- A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific motion provided for members’ consideration. Respondents will be asked to vote upon the resolution.
- In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e. allow each person to register their vote). The motion shall be deemed to have been approved only if, by the end of the time period specified, the Secretary has received approval responses from a majority of the voting members. Non-response to an electronic vote will be considered an abstention. Voting records will be kept.
- A motion approved by email polling and electronic voting, passed by a majority of voting members, has the same force and effect as a motion passed at a regularly constituted meeting of the PRPA.
- The Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent motions.

### **Meeting Schedule**

Meetings will be held three times annually; January, May and September/October. Meeting dates for the entire year will be determined before the end of the previous year so that the dates are known well in advance.

### **Meeting Organization**

- Associations will be divided into three groups. The groups are noted in Appendix A.
- Meetings will be organized and scheduled by the members of the organizations who are assigned to each grouping.
- Topics for discussion and meeting agendas will be submitted by all organizations to the group organizing the meeting.
- Members of the organizing group will work together to share the responsibilities of securing a meeting room, coordination and execution of the meeting.
- The Chair for each specific meeting will be determined by that meetings’ organizing group and shared at the first meeting of the year.
- Minutes and agenda items will be disseminated through the Secretary.

### **Working Methods**

PRPA will form Working Groups to undertake work on specific issues of interest to PRPA members. Work Group participants must be members in good standing of one of the voting associations of PRPA and a sanctioned (affirmed) representative of their member associations. Supporting member individuals may also join Working Groups.

A new participant in a Working Group should consult their association representative to PRPA about the current status of PRPA initiatives and issues.

Each Working Group will:

- Establish a Chair and Vice-Chair.
- Establish its own method of communication.
- Develop terms of reference with the following content:
  - Official name
  - Purpose
  - Goals/Outcomes
  - Members' Composition and Voting
  - Reporting
  - Resources/Funding
  - Communication
  - Meeting Schedule
- Develop a work plan
- Develop a budget for the work plan
- Ensure that any information required for PRPA to make a decision be provided to the Chair of the next meeting at least 7 days prior to the meeting.

Working Groups will communicate with their respective stakeholders. It is incumbent for the Chairs of the Working Groups to communicate with each other if there is an overlap in their external stakeholders so that there is no duplication of effort or confusion amongst the external stakeholders.

Working Group communications should follow the guidelines established in the policy<sup>1</sup> developed by the Communications Working Group. In addition to the policy, common sense should be used by members of Working Groups. The Working Groups are accountable to PRPA and are responsible for reporting to PRPA on all Work Group activities.

If a dispute arises in a Working Group with regard to the work or operations of the Working Group, the Chair of the Working Group is responsible for bringing the dispute back to the PRPA table for discussion. The issues and options must be clearly outlined by the Chair of the Working Group and presented at the PRPA meeting.

A description of the responsibilities of the Chair of the Working Group is contained in Appendix B.

### **Budget/Financial Considerations**

All PRPA associations are responsible for funding their representatives to attend the PRPA meetings. This includes food, travel and accommodation.

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<sup>1</sup> The policy is being developed by the Communications Working Group and should be presented at the May 2019 meeting of PRPA.

Each Working Group is responsible for determining the budget required for its Work Plan and must document same.

Recognizing that different funding methods were used by the Alliance and the Forum, over time PRPA will move towards a financial model that will provide consistent, predictable, stable funding. Until this evolution can occur, projects will have to be funded based on monies available from each organization.

**Review**

Terms of reference will be reviewed on an annual basis to reassess the rationale and effectiveness, establishing any priorities and major efforts for that year.

## **Appendix A Member Groups**

### **Group 1 (January Meeting)**

- Ontario Association of Consultants, Counsellors, Psychometrists and Psychotherapists (OACCPP)
- Ontario Art Therapy Association (OATA)
- Ontario Association for Marriage & Family Therapy (OAMFT)
- Ontario Expressive Arts Therapy Association (OEATA)

### **Group 2 (May Meeting)**

- Canadian Association for Spiritual Care (CASC)
- Ontario Society of Registered Psychotherapists (OSRP)
- Music Therapy Association of Ontario (MTAO)
- Canadian Association for Sandplay Therapy (CAST)

### **Group 3 (September Meeting)**

- Canadian Counselling and Psychotherapy Association (CCPA)
- Professional Association of Canadian Christian Counsellors and Psychotherapists (PACCP)
- Canadian Art Therapy Association (CATA)
- Canadian Humanistic and Transpersonal Association (CHTA)

### **Support Groups**

- Alliance of Psychotherapy Institutions (APTI)
- CREATE Institute
- The Living Institute

## Appendix B

### Task Descriptions

#### Rotating Chair

- Ensure the following for the meeting for which they are responsible:
  - Gather topics for discussion and meeting agendas.
  - Create agenda.
  - Ensure there is a meeting room.
  - Chair the meeting.
  - Provide the Secretary with the agenda and supporting documents for the meeting.
  - Ensure the minutes for the meeting are taken and distributed.
  - The Chair for the upcoming meeting is responsible for inquiries and requests between meetings of the large group if a Working Group does not take on the responsibility.

#### Working Group Chair

- Convene meetings of the Working Group
- Respond to inquiries directed from the Secretary within 48 hours.
- Ensure that the Secretary has the email address of the Working Group members.
- Ensure that the Committee has:
  - A Vice-Chair
  - Workplan
  - Budget
- Notify Chair if the Committee has an agenda item for the upcoming meeting.
- Ensure that consultation with the larger group occurs on Working Group activities.

#### Secretary

- Maintain and update email contact list.
- Distribute contact list on a periodic basis (when contact list is updated).
- Maintain a repository of all documents related to PRPA.
- Take minutes in the large group meetings.
- Distribute minutes based on the timeline established in the ToR.
- Distribute agenda and supporting documents for upcoming meetings.
- Route enquiries to the appropriate Working Group.
- Notify Chair of upcoming meeting if an inquiry has not been handled by a Working Group.