

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA

Board Policy on Board Communications

[Passed by the Board on February 18, 2013, Updated June 8, 2015]

PURPOSE

1. The purpose of this policy is to govern communications between Board members, and between the Board and staff, committees, registrants, government, other organizations and the public.

APPLICATION

2. This policy applies to all Board members while exercising powers or discharging responsibilities or otherwise acting with respect to the College's affairs.
3. This policy should be read and construed along with other policies adopted by the Board.

THE BOARD SPEAKS WITH ONE VOICE

4. The Board governs as a collective entity and makes decisions by way of resolutions made in accordance with the *Health Professions Act*, R.S.B.C. 1996, c. 183 (the "HPA") and the College's Bylaws and policies. All members of the Board are bound by decisions made by the Board through a proper process.
5. Every member of the Board shall accept majority decisions of the Board as collective decisions. Where a decision of the Board has been properly made, individual Board members who disagree with the decision must not impede its implementation.

THE REGISTRAR IS THE PUBLIC FACE OF THE COLLEGE

6. Unless the Board directs otherwise in relation to specific matters, the Registrar is to act as the spokesperson for the College, and represents the College in addressing and liaising with registrants, governments, the media, the public, and other relevant organizations.
7. For further guidance, the following examples are provided of circumstances in which the Registrar represents the College and acts as its spokesperson:

- a. The Registrar represents the College in communicating with the Ministry of Health and other levels of government with respect to operational aspects of the College's affairs.
 - b. The Registrar liaises, networks and collaborates with the registrars of other BC health profession regulators through the Health Regulatory Organization of BC (HRO).
 - c. The Registrar represents the College in communicating with relevant organizations, including professional associations, educational institutions, health authorities, and other massage therapist professional organizations across Canada.
8. Unless the Board directs otherwise in relation to specific functions, the Registrar represents the College at all official functions.
 9. The Registrar may delegate his or her role in representing the College and acting as its spokesperson to the Deputy Registrar, the Director of Compliance, the Director of Corporate Services or another member of College staff.

THE CHAIR AS SPOKESPERSON FOR THE COLLEGE

10. The Board may direct, in relation to specific matters, that the Chair of the Board, rather than the Registrar, is to act as the spokesperson for the College, and represent the College in addressing and liaising with registrants, governments, the media, the public, and other relevant organizations. the membership, the public, government, media and other stakeholders. In the Chair's absence or at his or her request, the Vice Chair shall act as spokesperson for the College.
11. The Board may direct, in relation to specific functions, that the Chair of the Board, rather than the Registrar, represents the College at such functions. In the Chair's absence or at his or her request, the Vice Chair shall represent the College at such function.
12. Notwithstanding paragraphs 10 and 11 above, the Board may direct, in relation to a specific matter or function, that another member of the Board, a committee, or staff act as spokesperson for the College or represent the College at such function.

THE CHAIR IS THE CONDUIT BETWEEN THE REGISTRAR AND THE BOARD

13. Communications by Board members about Board affairs should be made to the Chair unless committee obligations or other obligations require otherwise.
14. The Chair is responsible for communicating Board decisions to the Registrar, and for working with the Registrar to ensure Board decisions are implemented.

15. The Chair is responsible for ensuring that the Board has all the information it needs from the Registrar and staff to carry out its functions and fulfill its obligations.

COMMUNICATIONS OUTSIDE OF THE BOARDROOM

16. Substantive discussions of Board matters should occur at board meetings to allow all Board members to participate in these discussions, and to allow the Board to make decisions. Board members should refrain from addressing substantive matters through electronic or other correspondence outside of a board meeting.
17. Purely administrative matters, such as the scheduling of Board members for meetings, and matters that are simple and time-sensitive, such as the availability of Board members for specific functions on short notice, may be addressed through electronic correspondence or discussions outside of board meetings.
18. Further policies governing communications outside of the boardroom may be found in the Board's Board Meeting Policy, including setting out a protocol for email correspondence on Board matters as between Board members, the Chair, the Registrar and others.

THE REGISTRAR IS THE CONDUIT BETWEEN THE BOARD AND STAFF

19. The Registrar is responsible for communicating Board decisions to staff, and for working with staff to ensure Board decisions are implemented.

[END OF POLICY]