

# Registration Committee

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# Introduction

These guidelines are also informed by agreements that extend beyond the College, notably the Declaration of Commitment to Cultural Safety and Humility, signed by all provincial health regulators in March 2017 that sets out a vital pledge to increase the level of cultural safety, humility, health literacy and relationship-based care to improve health outcomes for First Nations people. The College is committed to creating space that is safe, inclusive, and not intimidating to any individual.

## Getting started

Upon appointment to the committee, each member will receive an appointment letter from the registrar, which will include:

- College email and temporary password instructions
- Board governance policies for review and signature to be returned to the registrar's office:
  - Conflict of Interest Policy
  - Code of Conduct Policy
  - Confidentiality Policy
  - Committee Use of Electronic Communication Policy
- Finance and CRA tax forms for review and completion to be returned to finance department:
  - Board and Committee Personal Information Form
  - Federal Personal Tax Credits Return Form
  - British Columbia Personal Tax Credits Return Form
  - Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election Form
- Board governance policies for review:
  - Media Relations Policy
  - Social Media Policy
- Other documents for review:
  - College Webmail User Guide
  - Board and Committee Honoraria Policy and Rate Limits
  - Travel and Business Expense Policy
  - What is a Record?*
  - Expense Management System User Guide for Board and Committees

An orientation by the applicable registration staff, including:

- A program overview and committee processes
- A guide on accessing meeting documents in Microsoft Teams



- a formal acknowledgment of the territory on which the meeting is taking place, and for those not in person are located
- for each agenda item:
  - the time estimated for each discussion
  - whether the committee is receiving the item for information, discussion or decision
  - a reference to the briefing note number and supporting material
- When developing agendas, staff and committee chair need to be confident that
  - the committee is spending the most amount of time on the most important issues,
  - the committee will have the information and time to have an appropriate discussion for each agenda item,
  - the agenda is not too ambitious for the time allocated, and
  - the right people will be in the room for each discussion.











