



ACOTUP Committee (& other groups) Current Terms

Position	Name	Program	Term	Departure Date
Current Executive Committee				
President	Susan Rappolt	UofT	2014-2016	
Vice President	Lori Letts	McMaster	2014-2016	
Treasurer/Secretary	Bernadette Nedelec	McGill	2011-2015	
<p>Officers are elected from amongst the Directors, and they will hold office for a two (2) year term and can be re-elected for another term but for no longer than three (3) terms.</p> <ul style="list-style-type: none"> - Term of Office - All Officers shall hold the office for a term of two (2) years. - Officers may be re-elected for another term of office, but not for more than three (3) consecutive terms. <p>Directors may, by resolution passed by at least two-thirds (2/3) of the votes cast at a Board of Directors meeting and for which notice specifying the intention to pass such resolution has been given, remove any Officer before the expiration of the Officer's term of office.</p> <p>The Officers shall serve as such without remuneration and no Officer shall directly or indirectly receive any profit from his or her position as such provided that an Officer may be paid reasonable expenses incurred by him or her in the performance of his or her duties. Nothing herein contained shall be construed to preclude any Officer from serving the Association in any other capacity and receiving compensation therefore.</p> <p>Duties of Officers</p> <p>The President shall be the chief executive officer of the Association and shall preside at all meetings of the Association and of the Board of Directors. The President shall have the general and active management of the affairs of the Association and shall see that all orders and resolutions of the Board of Directors are carried into effect. The President shall take whatever action he or she considers necessary on the Association's behalf, provided such action is in conformity with the Association's By-laws and with the policies, rules, and regulations approved by Association. The President shall also perform such other duties as may from time to time be directed by the Board of Directors. The President is also empowered to delegate to the association agency/firm.</p> <p>The Vice-President shall assist the President in the performance of his or her duties and act as parliamentarian. In the event that the President is unable to continue with his or her duties, the Vice-President shall assume all duties of the President until the end of the President's term. The Vice-President shall also perform such other duties as may from time to time be directed by the Board of Directors. The Vice-President is also empowered to delegate to the association agency/firm.</p> <p>The Treasurer, subject to the authority of the Board of Directors, shall oversee the financial affairs of the Association according to the Association Policies. The Treasurer shall have the custody of the funds and securities of the Association and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Association in the books belonging to the Association and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Association in</p>				

such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time. The Treasurer shall disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the President and Directors at a regular meeting of the Board of Directors, or whenever the Board of Directors may require it, an accounting of all the transactions and statements of the financial position of the Association. The Treasurer shall also perform such other duties as may from time to time be directed by the Board of Directors. The Treasurer is also empowered to delegate to the association agency/firm.

The Secretary may be empowered by the Board of Directors, upon resolution of the Board of Directors, to carry out his or her affairs of the Association generally under the supervision of the Officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall give or cause to be given notice of all meetings of the Members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision he or she shall be. The Secretary shall be custodian of the seal of the Association, which he or she shall deliver only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution. The Secretary is also empowered to delegate to the association agency/firm.

The Officers shall assist the President in the performance of his or her duties.

EXECUTIVE COMMITTEE OF BOARD OF DIRECTORS

The Executive Committee of Board of Directors (hereinafter called the "Executive Committee") shall consist of the elected Officers and the Executive Director of the Association ("Executive Director"). The Executive Director shall be a non-voting member of the Executive Committee.

The Executive Committee shall meet at least six (6) times per year.

The Executive Committee shall:

- (1) Monitor and evaluate progress on strategic directions;
- (2) Provide effective oversight and support for the role of the Executive Director;
- (3) Establish the scope of the role of a secretariat;
- (4) Review and monitor financial statements;
- (5) Make necessary decisions between Board of Directors meetings;
- (6) Monitor and serve as an advisor for standing committees and task groups;
- (7) Demonstrate effective accountability to the Association for all activities and decisions;
- (8) Assess developments in the external environment to ensure timely response to government requests and to alert the Association of such requests;
- (9) Ensure effective, appropriate, and timely advocacy action is taken and to alert the Association of such action; and
- (10) Exercise such powers as are authorized from time to time by the Board of Directors.

Meetings of the Executive Committee

Meetings of the Executive Committee shall be held at any time and place to be determined by the members of the Executive Committee provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each member of the Executive Committee. Notice by mail shall be sent at least 14 days prior to the meeting. Two (2) members of the Executive Committee shall constitute a quorum. No error or omission in giving notice of any meeting of the Executive Committee or any adjourned meeting of the Executive Committee shall invalidate such meeting or make void any proceedings taken thereat and any member of the Executive Committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken thereat.

Any Executive Committee member may be removed by a majority vote of the Board of Directors. The members of the Executive Committee shall serve as such without remuneration and no Executive Committee Member shall directly or indirectly

receive any profit from his or her position as such; provided that an Executive Committee Member may be paid reasonable expenses incurred by him or her in the performance of his or her duties. Nothing herein contained shall be construed to preclude any Executive Committee Member from serving the Association in any other capacity and receiving compensation therefore.

Position	Name	Program	Term	Departure Date
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Current Education Committee

Chair	Noemi Cantin	UQTR	2013-2015
Member (CUFE)	Manon Boucher	Laval	2013-2015
Board Liaison	Lili Liu	U of A	2011-2015
Member	Annick Bourget	Sherbrooke	2014-2016
Member	Catherine Donnelly	Queens	2014-2016
Member	Lorie Shimmell	McMaster	2014-2016

The Education Committee will consist of at least four (4) faculty members (voting), two (2) of whom are fieldwork coordinators. The Executive Director will serve as a non-voting member and a Council member will act as a liaison and advisor as deemed necessary. A Chair of the AEC will be nominated by the Committee members at the annual face-to-face meeting.

The Secretary of the ACOUTP Council shall solicit nominations for standing committee members, and standing committee members shall be appointed by the Board of Directors for a term of two (2) years, with reappointment permitted for no more than three (3) consecutive terms.

Any standing committee members may be removed by a majority vote of the Board of Directors. Standing committee members shall receive no remuneration for serving as such, but are entitled to reasonable expenses incurred in the exercise of their duty, as per the association guidelines.

Position	Name	Program	Term	Departure Date
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Current NFPS Joint Committee

CUFE Rep	Cori Schmitz	Alberta	2014-2017
ACOTUP/ACPUE	Donna Collins	Manitoba	2014-2017
CUFE Rep			
NFPS Rep	Lynn Burgess	Megram	2010-Ongoing

The NFPS Joint Committee is composed of the following membership:

- One (1) senior manager from Megram.
- One (1) ACOTUP representative appointed by the ACOTUP Executive
- Two (2) representatives from Committee of University Fieldwork Education (CUFE).

In her/his role as an independent service provider, the representative from Megram shall remain consistent to maintain the overall structure of the NFPS Joint Committee.

In general, every attempt is made to stagger the terms of office for the NFPS Joint Committee members to ensure that there is always one experienced member on the Committee. The Committee will elect the Chair on an annual basis.

As per the established Issue Management Process, the NFPS Joint Committee may receive notice of any ongoing concerns from either the National Fieldwork Placement Service or the membership of ACOTUP or CUFE. If a member of the NFPS Joint Committee is made aware of any ongoing issue with the overall service, she/he is strongly encouraged to bring it to the immediate attention of Megram.

Position	Name	Program	Term	Departure Date
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Current Research Committee

Chair	Ada Leung	U of AB	2013-2015	
Member	Terry Krupa	Queens	2010-2016	
Member	Barbara Mazer	McGill	2010-2016	
Member	Claire-Jehanne Dubouloz	U of Ottawa	2010-2016	
Board Liaison	Sherrilene Classen	UWO	2014 -2016	

The committee will consist of 3-5 academic researchers, from member university programs; the Executive Director (non-voting); and a Council member will act as a liaison and advisor as deemed necessary.

Terms of appointment: Two (2) years, with reappointment permitted for no more than three (3) consecutive terms. The chair of this committee shall be elected from among its members at the annual face-to-face meeting

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Current Research in Education Sub-Committee

Member	Aliki Thomas	McGill	2010-2016	
Member	Rosemary Lysaght	Queens	2010-2016	
Member	Michael Lee	UBC	2012-2015	
Member	Ann Bossers	Western	2014-2016	

The committee will consist of three academic researchers from member university programs; a member of the Committee on University Fieldwork Education (CUFE/CUEC) group may also serve on the Research on Education Sub-Committee as a liaison between the sub-committee and CUFE/CUEC.

Two (2) years, with reappointment permitted for no more than three (3) consecutive terms. The chair of this committee shall be elected from among its members at the annual face-to-face meeting.

Position	Name	Program	Term	Departure Date
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Current CUFE

Co-Chair	Susanne Murphy	Queens	2013-2015	
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Co-Chair Donna Barker UofT 2014-2016

Members: Current Fieldwork Coordinators from each program

The committee will consist of the fieldwork coordinators from member university programs and two ex-officio representatives', members, that is, the President of ACOTUP/ACPUE and his/her representative (executive director).

If a fieldwork coordinator is unable to attend meetings, an alternate may be designated. Advisors may be invited upon request.

The chair/co-chairs of this committee shall be elected from among its members at the annual face-to-face meeting.

Each full member in good standing shall be entitled to one vote on each issue at each meeting. Voting shall be a majority vote by a show of hands. In the case of an equality of votes, the Chair shall cast the deciding vote.

In the case of schools with more than one designate, schools will be limited to one vote where the business of CUFE/CUEC requires a vote by members.

OTC Forum Attendance for 2014

Susan Rappolt

Catherin Backman

Tal Jarus

Andrew Freeman

Margo Paterson

External Representative – Academic Credentialing Council

Catherine Backman (UBC) – 2012 (Oct) - 2015

Lori Letts (McMaster) – 2013 (Oct.) - 2016

Appointments to CAOT Committees run from the beginning of their fiscal year (October) for a two year term. Committee members can renew their appointment twice if desired, for a total term of up to 6 years as a member of the committee. To maintain CAOT policy, Catherine's appointment will run October 2012-September 2014, with the possibility of renewing her appointment up to September 2018.

Certification Exam Committee – Business Meeting Representative

Michèle Hébert (Ottawa) – 2014-2016