

FINAL

FAQ's for Prospective Volunteers who are considering participating on the OPC Board or a Committee.

Some Q&A to know...

We are excited you have come here to learn more about serving on the OPC Board or a Committee. It can be rewarding work and we hope the following Q&A will be helpful to you in making a decision whether to serve. If you have additional questions please reach out to the OPC National office or any current Board members – they will be pleased to assist you. The Board, through the OPC Nomination Committee, is responsible for the recruitment of qualified participants and will provide ongoing training and education.

Committees and Task Forces

Q. What kind of work do Committees and Task Forces do?

Standing Committees will establish objectives and undertake activities in accordance with the OPC Strategic Plan and terms of reference they have been given by the Board of Directors. A task force is a small group, usually four to twelve people that bring together a specific set of skills to accomplish a short-term task. It may be called a "project team" or a "working group." But by whatever name, a task force exists for a specific, time-limited purpose, usually lasting a few months to a year until the project or purpose for which it was created has been completed.

Q. What kind of time commitment is needed to serve on a Committee?

Committee members are expected to serve at least 5-10 hours per month. Time commitments will vary, depending on deadlines and events.

Committee meetings are generally scheduled for 1-2 hours, at least four times a year depending on the current needs of the Committee. Face to face meetings are not usually held. Committee members may be occasionally asked to attend a special event (conference or trade show) if a subject-matter expert is needed.

Q. What kind of work do committees do?

A standing committee is a team of one or more persons formed to provide focus on specific topics. The following are the OPC Committees of the Board and are subject to change by the Board:

1. Certification & Registration Board
2. Professional Qualifications

3. Marketing & Communications
4. Professional Development
5. Residency & Internship
6. Nomination
7. Standards & Ethics
 - a. Professional Practice Sub-Committee
8. Finance & Audit

Committees undertake initiatives based on the strategic direction established by the Board. They also have a role to make recommendations to the Board of initiatives or policies that should be pursued in line with the strategic direction of the organization.

Committees perform an advisory role to the Board and make recommendations to the Board.

Q: How does OPC select members that serve on the various Committees?

Members of Committees are selected from several sources:

- OPC maintains a volunteer list of individuals that have expressed an interest in volunteering
- Committee Chairs may have individuals that will make for a good fit with the Committee
- The Nominations Committee sources volunteers based on any special skills required and/or to ensure balanced representation based on disciplines, credentials, gender, age and regional distribution.

Committees are made up of a) Committee Chairs b) external professionals who are invited to participate and c) a Board member as a Liaison(s). Committee Chairs shall be appointed for a term of no longer than three years as recommended by the President and ratified by the Board of Directors. No one may chair the same committee more than two consecutive three-year terms. If you serve on the Board, it is expected that you will participate on a committee as a non-voting, Board Liaison. Since this is not optional it is recommended you review the various committees and proactively volunteer to join one you feel you could positively influence, otherwise you likely will be assigned one.

Q. Am I reimbursed for expenses related to the Committee work?

Yes. It is the policy of the Corporation to reimburse employees and other officials and volunteers of the Corporation for pre-approved expenses incurred in the performance of duties for the Corporation. All normal and common Board / Committee expenses are reimbursed for meetings and special events. These include flights, accommodations and any other incidentals – phone calls, parking, taxi's, paper clips, etc. All Corporation operations are funded, to a large extent, by membership dues from individuals. As such all Corporation employees and other persons performing services on behalf of the Corporation have a responsibility to ensure responsible spending.

[Board](#)

Q. Who can join the Board?

Anyone in good standing as a full member of OPC can serve. In some instances experts may be invited to join who are not members of OPC. The *Nominations Committee* will compile a list of candidates for election to the Board. The list will be created based on nominations received from the voting members of the organization as well as individuals that have come to the attention of the Nomination Committee.

Q. How long is a Board Term?

Directors serve for two year terms from the date of their election, or until their successors are elected or appointed. Directors may serve a maximum of three consecutive two-year terms.

Q. What time commitment is required for Board meetings and special events?

Board meetings are scheduled for two hours, at least four times a year via conference calls. In addition, there is a face-to-face Board meeting once per year, which spans one or two days, depending on the year. For most this will involve travel and perhaps an overnight stay for a couple of nights.

Q. What other time commitments are needed if I serve on the Board?

One to two hours per week is a good guide, sometimes less, sometime more, depending on tasks and your area of involvement.

Q. Can I contribute the time necessary to be an effective Board member?

Board members can expect to put in 5-10 hours per month. Time commitments will vary depending on deadlines and events. Preparation for Board meetings and Strategic planning sessions are mandatory. The more prepared you are the better chance of having a successful meeting. This include the reading of the meeting notes sent out beforehand.

Q. How far in advance are Board meetings scheduled?

The dates for Board meetings are generally set once a year and shared early in draft form to ensure maximum attendance. If on the rare occasion a date needs to be changed, as much notice is given to ensure people can to adjust their schedules. If for example an extra, short-notice meeting is needed, online group polling software is used to determine the best date / time in order to ensure quorum.

Q. What kind of work does the Board of Directors do?

The OPC Board of Directors is responsible to the membership by setting policy, achieving strategic goals to support the association's Mission; and ensuring the association has well-

managed resources to support its objectives. The Board is the elected representatives of the membership and guide organizational direction based on the needs of the profession. Board members represent the entire profession and not a particular regional of professional interest.

Q. What are the travel requirements?

You can expect to travel for Board work once per year, depending on your position on the Board and any special requirements identified.

Q. Am I reimbursed for expenses related to the Board work?

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Q. If I become a board member, do I place myself in any type of legal or financial risk?

This is a volunteer board, so very unlikely. There are fiduciary responsibilities for Directors of the Board. However, should any legal matter arise, you are covered under OPC Canada' Directors and Officer's Liability insurance.

Q. What expectations do you have to ensure a satisfying experience?

Serving on a Board of Directors can be a rewarding experience for individuals who contribute their time and talents to governing a not-for-profit organization. It is a great opportunity to meet and learn from colleagues and other professionals and develop leadership skills that will be valuable for years to come, while at the same time giving something back to your community. It is essential that OPC have dedicated volunteers to serve in a variety of roles to help move the profession forward.

Q. What orientation will I receive from the organization and to my responsibilities of board service?

Our goal is to start the relationship off positively by **introducing new Board members to the basic roles and responsibilities.** This is done through a formal presentation outlining in-depth a review of the Board of Directors Orientation Manual.

Here are some final questions that only you can answer.

- Are you committed to the Mission of the organization?
- How will the organization benefit from your participation?
- Why are you interested in serving on the Board or a Committee?

- Can I place the organization's Mission above my personal interests when making decisions as a Board member?
- Are you willing to serve on a committee?
- Do you have any previous Board service, leadership, or volunteer experience? While previous experience is not a requirement for volunteering with OPC, it is an asset.
- Can you attend board/committee meetings regularly? Meetings may only proceed with quorum. ("Quorum" is the minimum number of attendees required for an assembly to conduct business) Volunteers must do their best to arrange their schedules so that they can attend and participate in the required meetings.