

HEARINGS DIRECTOR

Role

Facilitate Hearings, once the Complaints Director determines the need for a hearing and to form Complaint Review Committees. Carry out hearings under the procedures outlined in the Act.

Term:

2 year term elected on even years.

Responsibilities

- Attend all meetings of the Council.
- Maintain the Membership List to call upon members to serve on a Complaints Review Committee or a Hearing Tribunal.
- Notify all parties during the various stages in the hearing tribunal process.
- Provide all relevant documentation to all parties involved in the disciplinary process at the appropriate time.
- Form Complaint Review Committee for the purpose of reviewing complaints dismissed by the Complaints Director or to ratify settlements.
- Schedule a Hearing when required.
- Select members as mediators for the Alternative Complaints Resolution (ACR) Process.
- Assist in the selection of Public Members.
- Direct the appeal process.
- Provide submissions for the College newsletter regarding hearings.
- Write 1 annual article for the College's annual report.
- Provide written council member report summarizing activity updates 1 week prior to council meetings.
- Mentorship of new Director for 6 months after tenure.

Skills Sought:

Individuals nominated for this role should possess the following skills and qualifications.

- All elected members of the Council must possess current RPFT designation in good standing.
- Ability to coordinate, manage and be a part of a committee.
- Ability to interpret and follow legislative writing.
- Ability to keep complete and accurate records.
- Interest and knowledge of the profession.
- Integrity and ethical responsibility.
- Interview skills an asset.

Skills Developed:

Individuals fulfilling this role can expect to develop numerous skills and qualifications including, but not limited to:

- Interviewing and investigative skills.

- Legislative knowledge, volunteer management and professional involvement.
- Board experience and expanded professional network.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.0 days
- Subject to the number of Complaints Review and Hearing Tribunals will be the number of days committed.