

Terms of Reference

Prince Edward Island Social Work Registration Board

The **Prince Edward Island Social Work Registration Board (PEISWRB or Board)** has been established as a corporate body pursuant to Section 7.1 of the Social Work Act for PEI.

The **purpose** of the PEISWRB is:

- To regulate the practice of social work in the province,
- To promote established standards, and
- To safeguard the welfare of the public with regard to social work services.
- To provide for the investigation of complaints and for the discipline of social workers in accordance with this Act and the regulations
- To promote the PEI code of ethics and standards of practice
- To issue certificates and to maintain the Register;
- To enter into agreements or other arrangements with the governing bodies that regulate the practice of social work in other jurisdictions to provide for the inter jurisdictional practice of social workers and the continuation of control and regulation over the practice of social work

The **functions** of the PEISWRB are:

- To prescribe initial and continuing educational, proficiency and other qualifications for registration, including fees;
- To examine applicants and judge entitlement to registration;
- To issue certificates of registration and keep the official register;
- To assure adherence to established ethical guidelines;
- To prescribe standards of practice, and
- To investigate complaints and exercise discipline pursuant to the Act.

The Board will be composed of seven members, six members will be registered social workers and one member will be a non social worker representing the general public. The Board positions to be filled by the members are Chair, Vice-Chair, Secretary and Treasurer. The Registrar will also participate as a nonvoting member.

The **Chair** will:

- lead and facilitate Board meetings;
- represent the Board at external meetings or functions as requested;
- be the primary liaison between the Board and the PEI Association of Social Workers;
- advise the Association's President of anticipated vacancies and nominees for appointment;
- prepare and present an annual report on the Board's operations and performance to the Minister and the Association;
- Prepare and release external correspondence on relevant Board matters.

The **Vice - Chair** will:

- In the absence of the Chair fulfil the roles and functions of the Chair;
- Be the primary liaison with the Department on matters pertaining to Board membership;
- Assist the Chair in preparing and submitting the annual report to the Minister and the Association; and
- Prepare and release external correspondence on relevant Board matters at the request of the Chair.
- Assume other related duties as directed by the Chair.

The **Secretary** will:

- Record and prepare the minutes of all Board meetings;
- Ensure that minutes and other correspondence are circulated to members with copies maintained at the Board office;
- Assist the Board with the maintenance of complete files; and
- Assume other related duties as directed by the Chair.

The **Treasurer** will:

- Maintain and report on the accounts held by the Board;
- Receive and present to the Board for approval for payment all invoices for services;
- Ensure that all approved expenditures are paid in a timely manner;
- Provide regular updates on the financial status of the Board;
- Arrange for an audit of accounts and provide a comprehensive annual financial statement;
- Review and make recommendation on the fee structure annually.
- Assume other related duties as directed by the Chair.

The **Layperson** will, as a representative of the general public, attend and participate at Board meetings and support Board activities ensuring that the public's perspective is considered.

The **Directors at Large** will assume activities of the Board as called upon by the Chair.

The Board shall meet monthly or at the call of the Chair.