

SCO Council Terms of Reference

1.0 Purpose

The council for the Saskatchewan College of Opticians (SCO) shall govern, manage and regulate the affairs and business of the college in accordance with the authority given by the Saskatchewan Ministry of Health as mandated in the Opticians Act and Regulatory Bylaws.

2.0 Mandate

The mission of the Council of the SCO is to exercise its duties to serve and protect the public and to exercise its powers and discharge its responsibilities in the public interest and not in the interests of the registrants. Council will approve the organizational mission, bylaws, guidelines, policies and any changes.

The Council shall ensure legislation is carried out to regulate the practice of the profession and to govern the registrants in accordance with the Opticians Act and Regulatory Bylaws.

The council will establish, maintain and enforce standards for registration, continuing competence, standards of practice, and enforce a code of ethics for all registrants.

The council will carry out any other regulatory activity that it determines is consistent with its duty and responsibilities.

3.0 Structure and Composition

The council positions are as follows:

- President,
- Vice-President,
- 3 Elected Members and
- 3 Appointed Public Representatives (appointed by the Lieutenant-Governor)

President:

- Act as team leader and oversees the Council in all acts of duty and responsibility.
- Exercise general control and supervision over the Council's affairs and the College's governance functions.
- Provide guidance to other council members, ensure adherence to deadlines and ensure that the Council fulfils its duties in a responsible manner while serving the best interests of the public as per the Opticians Act and Regulatory Bylaws.

- Will be proactive and capable of carrying out the duties as set out in the Administrative Bylaws and is experienced in the optical industry and have an understanding of the legislation for the College.
- Chairs all meetings and may only vote in the case of a tie.
- Prepare for council and committee meetings by reviewing the meeting agenda and supporting materials and preparing any required reports to present to Council.
- Keep up to date on developments in the optical industry and provincial government for valuable contribution to the College's mandate.
- Follow conflict-of-interest and confidentiality policies.

Vice-President:

- Shall, in the absence or incapacity of the President/Chair(person), perform the duties of the President (Chair).
- Perform any other duties that may be assigned by the Council or the President.
- Represent the Council to outside parties when designated to do so by the President.
- Prepare for council and committee meetings by reviewing the meeting agenda and supporting materials and preparing any required reports to present to Council.
- Keep up to date on developments in the optical industry and provincial government for valuable contribution to the College's mandate.
- Follow conflict-of-interest and confidentiality policies.

Elected Members:

- Attend all council and committee (if a member) meetings or the majority of all meetings.
- Be informed about the College's mandate, legislation, policies, and programs.
- Prepare for council and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees and offer to take on special assignments when your capacity allows.
- Keep up to date on developments in the optical industry and provincial government for valuable contribution to the College's mandate.
- Follow conflict-of-interest and confidentiality policies.

- Assist the Council in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and budgets.
- Read all correspondence which comes from the Registrar, President, Vice-President and Committee Chairs and provide valuable recommendations or decisions.
- Be an active participant in all meeting discussions and voting of motions. All Council members have a voice.

Public Representatives (appointed by the Lieutenant-Governor):

- Attend all council and committee (if a member) meetings or the majority of all meetings.
- Be informed about the College's mandate, legislation, policies, and programs.
- Prepare for council and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees and offer to take on special assignments when your capacity allows.
- Keep up to date on developments in the optical industry and provincial government for valuable contribution to the College's mandate.
- Follow conflict-of-interest and confidentiality policies.
- Assist the Council in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and budgets.
- Read all correspondence which comes from the Registrar, President, Vice-President and Committee Chairs and provide valuable recommendations or decisions.
- Be an active participant in all meeting discussions and voting of motions. All Council members have a voice.

4.0 Accountability and Authority

The Council aligns itself with the Opticians Act, SCO regulatory bylaws, administrative bylaws, and code of conduct.

The Council is responsible for fulfilling any duties and responsibilities authorized by the Opticians Act, by these Terms of Reference, and Regulatory and Administrative Bylaws.

In the event decisions must be made outside of a Council meeting, motions may be made and voted for through email communication.



Failure to meet the responsibilities which are expected to fulfill the role of a Council member can result in removal from Council as per sec. 2.(3) of the Administrative Bylaws and sections 11 (3) & (4) of the Opticians Act.

5.0 Financial

Council members will be remunerated in accordance with SCO administrative policy no. 008. Council members are to maintain and report their own time sheets and submit them in accompaniment with the SCO expense reports. It is the duty of the President to ensure members are responsible and efficiently managing their time in meetings and preparation for meetings.

Approved by the Council on December 11, 2024