

Saskatchewan Association of Speech-Language Pathologists and Audiologists (SASLPA)	Section: II	Policy No. A 7
	GOVERNANCE STRUCTURES	
	Date of Issue: September 16, 2011	Page 1 of 2
Reference Manual	Replaces: January 30, 2009	
Subject: MEMBER AT LARGE: Terms of Reference		
Authorization: Council Meeting: September 16, 2011		

1.0 Authority:

In accordance with **Bylaw 1, Section 12, Subsection 1**, the member-at-large shall:

- a) represent the views of the membership on matters before the council;
- b) perform such duties as may be assigned by the council or the president.

2.0 Function:

- Attend all meetings of the Association and Council;
- Be familiar with SASLPA legislation and assist Council in the application of legislation to emerging issues;
- Participate on the Membership and Registration Committee;
- Act as Chair of the nominations committee and shall preside over processes pursuant to Bylaws II, Section 2 and Bylaw IX.
- Assist the Registrar and Executive Director in contacting new members and providing welcome and orientation;
- Carry out special duties or projects that may be assigned by the President or Council.

3.0 Meetings

3.1 Frequency

- The member-at-large shall attend all meetings of the Association which shall include no fewer than five meetings with the SASLPA council as well as annual and special meetings held during the term of the member-at-large.

3.2 Location

- Meeting location shall be as determined by council and may include such venues as telehealth and teleconference.

3.3 Decision-Taking/Voting Procedures

- A majority of the voting council members constitutes a quorum for the transaction of council business and unless otherwise herein provided resolutions of council shall be considered passed upon majority vote of those present.
- Each voting member shall be entitled to one vote.

3.4 Minutes:

- The association shall keep minutes all council meetings. The minutes shall be available for inspection by any member on reasonable notice during normal business hours

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4.0 Expenses

4.1 Budget:

- The member-at-large is entitled to reimbursement of all costs associated with meetings for SASLPA and shall be reimbursed by SASLPA as per **policy # IV. A.2** in the SASLPA policy and procedure manual.

4.2 Operating Costs:

- The member-at-large is entitled to reimbursement of all operating costs associated with the position and shall be reimbursed by SASLPA as per **policy # IV. A.2** in the SASLPA policy and procedure manual.
- Remuneration is to be paid from the general funds of the association.

5.0 Commitment:

- In accordance with **Bylaw 1 Section 3 Subsection 2** the term of office for the member-at-large shall be two years.

6.0 Accountability:

- The Member-at-large shall be accountable to members in accordance with the bylaws