



**Transitional Council of the  
College of Homeopaths of Ontario**

163 Queen Street East, 4th Floor, Toronto, Ontario M5A 1S1  
TEL 416-862-4783 OR 1-877-883-8083  
FAX 416-874-4077  
www.collegeofhomeopaths.on.ca

**PLEASE POST AND DISTRIBUTE TO INTERESTED PARTIES**

**Transitional Council of the College of Homeopaths of Ontario**

**CALL FOR INTERESTED PARTIES**

**Unpaid, Non-Council Positions  
as at July 19, 2011**

**Call/Application Distributed: July 19, 2011**

**Application Return Date: August 11, 2011**

**Current Unpaid, Non-Council Positions Available:**

1. Competency Working Group Members
2. Clinical Practice Working Group Members
3. Administrative Support
4. Writer(s)
5. Translators (English to French)
6. Editorial Assistant
7. Information Systems Analyst
8. Communication Assistant
9. Web Designer and Developer
10. Policy Analysts

To apply for these positions please complete the "Application for Non-Council Members" found at website [www.collegeofhomeopaths.on.ca](http://www.collegeofhomeopaths.on.ca).

On an ongoing basis Council assesses its requirements in a rapidly changing environment. This may necessitate from time to time alternations in planning cycles and resource requirements.

Below you will find position descriptions and an outline of the roles and responsibilities for participation with the transitional Council of the College of Homeopaths of Ontario (TC-CHO or transitional Council).

**Please return your application no later than August 11, 2011 to:**

Senior Operations Officer  
Transitional Council of the College of Homeopaths of Ontario  
163 Queen Street East, 4th Floor  
Toronto, ON M5A 1S1  
Phone: 416-862-4780 Toll free: 1-877-883-8083  
Fax: 416-874-4077  
Email: [info@collegeofhomeopaths.on.ca](mailto:info@collegeofhomeopaths.on.ca)

**Purpose:**

Effective governance depends on the right mixture of knowledge, skills, experience, and diversity among the members of the Council and those supporting the transitional Council's efforts. Non Council member provide essential expertise that assists the transitional Council in fulfilling its mandate in the allocated timeframe.

**Policy:**

The Council will select non-Council members according to their knowledge, skills, experience and judgment suitable for the particular role.

**Skills and Expertise:**

Non-Council members will be retained based on needs identified and outlined in position profiles based on the knowledge, skills, experience and judgment required to complete the work in a professional and timely manner.

The TC-CHO recognizes a non-Council member's contribution as critical on the road to proclamation of the *Homeopathy Act, 2007*. Due to budget constraints these are unpaid appointments.

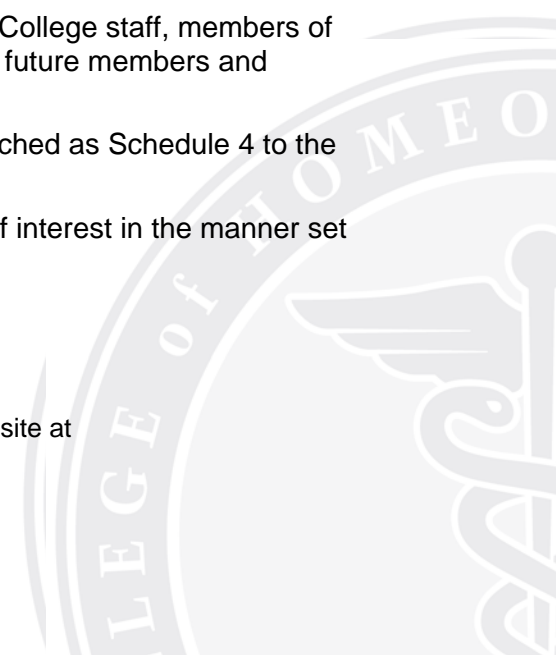
**Roles and Responsibilities for Participation:**

Every member of Council and every committee or working group member, staff member or volunteer shall, in the performance of his or her duties:

- a) familiarize himself or herself with the *Homeopathy Act, 2007* ("the Act"), the *Regulated Health Professions Act, 1991* ("RHPA"), the bylaws and any policies of the College;
- b) familiarize himself or herself with any other records, documents and guidelines that may be necessary for the performance of his or her duties;
- c) comply with the provisions of the Act, the RHPA, the bylaws, any policies of the College and rules that are adopted by Council, from time to time;
- d) regularly attend meetings on time and participate constructively in discussions;
- e) ensure that confidential matters coming to his or her attention in their involvement with the TC-CHO are not disclosed by him or her, except as required for the performance of his or her duties or as permitted by the RHPA;
- f) conduct himself or herself in an appropriate manner with College staff, members of Council or members of the committees or working group, future members and members of the public;
- g) comply with the College's Code of Conduct, which is attached as Schedule 4 to the bylaws<sup>1</sup> and forms part of these bylaws;
- h) avoid, or where that is not possible, declare all conflicts of interest in the manner set out in the bylaws;

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<sup>1</sup> A copy of the TC-CHO Bylaws can be downloaded from the TC-CHO website at [www.collegeofhomeopaths.on.ca](http://www.collegeofhomeopaths.on.ca).



- i) step down from his or her position in the event that allegations regarding his or her conduct, competence or capacity are referred to the Registrar until such time as the matter has been finally disposed of; and,
- j) perform the duties associated with his or her position conscientiously and with due care and diligence in a manner that serves and protects the public interest.

### **Public Communications**

All public, future member and media contact shall be channeled and coordinated through the Registrar's office. Any Council or committee member or any member of a working group or volunteer being asked to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar's office.

### **Conflict of Interest**

All Council and committee / working group members and volunteers have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Council and committee / working group members and volunteers have a duty to uphold and further the intent of the Act to regulate the practice and profession of homeopathy in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the TC-CHO Bylaws.

## **CURRENT UNPAID, NON-COUNCIL POSITIONS AVAILABLE**

### **1. Competency Working Group**

#### **IMPORTANT NOTES:**

- A) In order to meet our tight timelines interested parties must be available to attend full-day meetings between the dates of September 28 to October 12, 2011. (These dates may be amended slightly in order to facilitate the consultant's availability.)
- B) See important information in the "Frequency and Location of Meetings" section.
- C) Reimbursement for transportation expenses may be available for the Competency Working Group depending upon budget availability. We appreciate your flexibility and understanding as procurement details are being finalized.

#### **Mandate**

The Competency Working Group is a non-statutory working group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*. The Competency Working Group develops the framework under which the entry-to-practice competencies will be developed.

#### **Scope and Purpose**

The Competency Working Group reports to the Steering Working Group.

The Competency Working Group is responsible for:

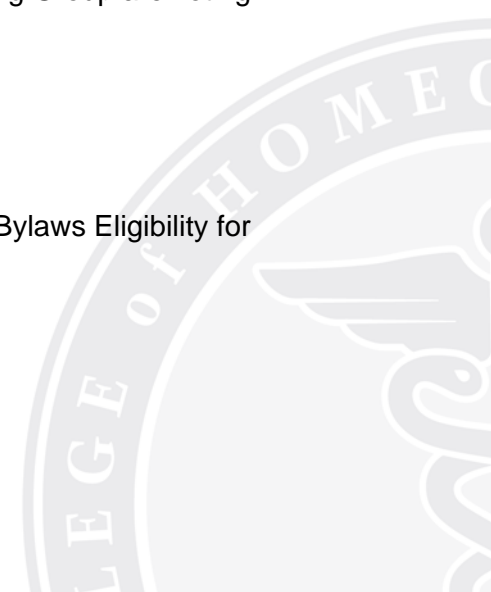
- a. Participating collaboratively in one (1) two-day and one (1) three-day workshop with a purpose to develop and populate a preliminary entry-to-practice competency framework (Competency Profile) for the profession of homeopathy that is transparent, objective, impartial and fair;
- b. Collaborating with the Working Group members, TC-CHO staff and competency consultant in a professional, productive and solutions-based manner;
- c. Analyzing briefing materials and reports and providing constructive feedback by communicating ideas clearly;
- d. Revising, editing and proofreading documents and reports, as required;
- e. Submitting an annual report on its activities to the transitional Council; and,
- f. Submitting monthly and quarterly reports to Executive Committee and Council.

#### **Composition**

The composition of the Competency Working Group will have full representation of the profession including educators, practitioners, critical stakeholders and regional representatives and representatives of the public. All members of the Competency Working Group are voting members of the working group.

The Competency Working Group shall be composed of:

- a. Four (4) members who are professional members of Council;
- b. Three (3) non-Council members;
- c. Two (2) public members who are members of Council;
- d. Members are selected by Council subject to Section 13.13 of the Bylaws Eligibility for Appointment.



**Term**

The term of office of a working group member shall commence immediately after the appointment and shall continue until the preliminary competency profile is developed.

**Frequency and Location of Meetings**

The Competency Working Group will meet for approximately five (5) days in Toronto. **This will occur in one (1) two consecutive day meeting and one (1) three consecutive day meeting during the period of September 28 to October 12, 2011.**

Competency Working Group meetings shall, wherever possible, be held at a place and on a date set in advance. Meetings will be held in person, teleconference or internet conferencing.

## 2. Clinical Practice Working Group

### **IMPORTANT NOTES:**

A) In order to meet our tight timelines interested parties **MUST** be available to actively participate in a number daytime of meetings between September 1 to September 30, 2011.

Regular meetings will occur until proclamation on approximately April 1, 2013.

B) Unfortunately, reimbursement for expenses is not available for this Group.

### **Mandate**

The Clinical Practice Working Group is a non-statutory working group struck as defined in the *Bylaws of the College of Homeopaths of Ontario*.

The Clinical Practice Working Group will identify and develop the tools and mechanisms to operationalize the clinical practice provision of the registration regulation. The group may be called upon to collaborate on additional clinical practice initiatives as identified by Council.

### **Scope and Purpose**

The Clinical Practice Working Group reports to the Registration Committee.

The Clinical Practice Working Group is responsible for:

- a. Participating collaboratively to identify and develop the tools and mechanisms required to operationalize the clinical practice provision of the registration regulation in a transparent, objective, impartial and fair manner;
- b. Collaborating with the working group members, Registration Committee, TC-CHO staff in a professional, productive and solutions-based manner;
- c. Analyzing briefing materials and reports and providing constructive feedback by communicating ideas clearly;
- d. Preparing written reports, documents and a variety of materials;
- e. Revising, editing and proofreading documents and reports according to TC-CHO standards;
- f. Submitting an annual report on its activities to the transition Council; and,
- g. Submitting minutes of meetings, monthly and quarterly reports to Executive Committee and Council.

### **Composition**

The composition of the Clinical Practice Working Group will have representation of the profession including educators, practitioners, critical stakeholders, regional representatives and representatives of the public.

The Clinical Practice Working Group shall be composed of:

- a. Four (4) members who are professional members of Council;
- b. Five (5) non-Council members;
- c. Two (2) public members who are members of Council;
- d. Members are selected by Council subject to Section 13.13 of the Bylaws Eligibility for Appointment.



**Term**

The term of office of a working group member shall commence immediately after the appointment and shall continue until the framework documents for the clinical practice provision is developed and implemented. At its discretion, Council may decide to extend the term of this group.

**Frequency and Location of Meetings**

The Clinical Practice Working Group will meet frequently over the next year. Meetings shall, wherever possible, be held at a place and on a date set in advance. Meetings will be held in person, teleconference or Internet conferencing.



### **Other Volunteer Non-Council Positions**

The transitional Council are looking for individuals who are:

- Reliable, self motivated with exceptional organization skills and demonstrated commitment;
- Deliverables focused;
- Professional and positive in attitude; and,
- Creative problem solvers.

And have the ability to:

- Prioritize and collaborate while assisting Council and staff;
- Work independently at your home office under tight timelines; and,
- Work in an environment with changing priorities and timelines.

The majority of the work below will be completed off-site via email and teleconference on a **PART-TIME BASIS**. To be successful you **MUST** be fluent in basic Microsoft Office programs.

#### **3. Administrative Support**

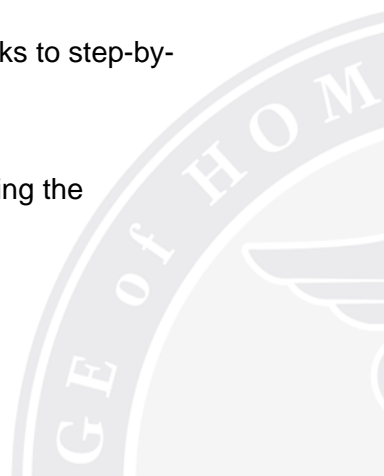
- Record and prepare minutes of meetings.
- Assist in the development and coordination of policies, standards, guidelines, submissions, and reports.
- Prepare agendas and make arrangements for staff and Council.
- Conduct research, compile data and prepare reports for consideration and presentation.
- Key in, edit and proofread correspondence, reports, forms, documents.
- Produce reports using the information in databases and spreadsheets.
- Proofread and format correspondence and reports and presentations.
- Update and maintain manuals, policy notices, and bulletins.
- Assist with the set up and maintain information filing systems according to privacy legislation.
- Assist in the organization of events.
- Assist in the implementation of training initiatives according to plan.
- Schedule and confirm appointments and meetings.
- Photocopy and collate documents for distribution, mailing and filing.

#### **4. Writer(s)**

- Write materials for publication or presentation; and conduct research to establish factual content and to obtain other necessary information.
- Analyze material such as specifications, notes, and write manuals, user guides and other documents to explain issues clearly and concisely.
- Study and determine features of programs, services and write text for communication pieces.
- Translate terms and concepts into everyday language by reducing key tasks to step-by-step instructions and create tutorials and online material.

#### **5. Translators (English to French)**

- Provide translation of homeopathic terms from English to French maintaining the content, context and style of the original material.
- Revise, edit, proofread and check translated material.
- Identify terminology used in the field of homeopathy.



**6. Editorial Assistant**

- Review, evaluate and edit articles, reports, and other material for publication or interactive media.
- Read, and edit copy to be published to detect and correct errors in spelling, grammar and syntax, and shorten or lengthen copy are required.
- Confer with authors, writers and others regarding revisions to copy.
- Plan and implement layout or format of copy according to space or time allocations and significance of copy.
- Assist in the planning and coordination of activities and ensure production deadlines are met.

**7. Information System Analyst**

- Assist and provide guidance in identifying and documenting system requirements, conducting business and technical studies.
- Act as a resource to the TC-CHO and work collaboratively with a team during the design, development and implement of information systems.
- Provide advice on information system strategy, policy, management, and service delivery.

**8. Communication Assistant**

- Gather, research and prepare communications material for internal and external audiences.
- Prepare reports, briefs, bibliographies, speeches, presentations, web site and press releases.
- Prepare and deliver educational and informational materials to increase awareness.
- Coordinate special events and promotions for internal and external audiences.
- Assist in the preparation of brochures, reports, newsletters and other material.

**9. Web Designer and Developer**

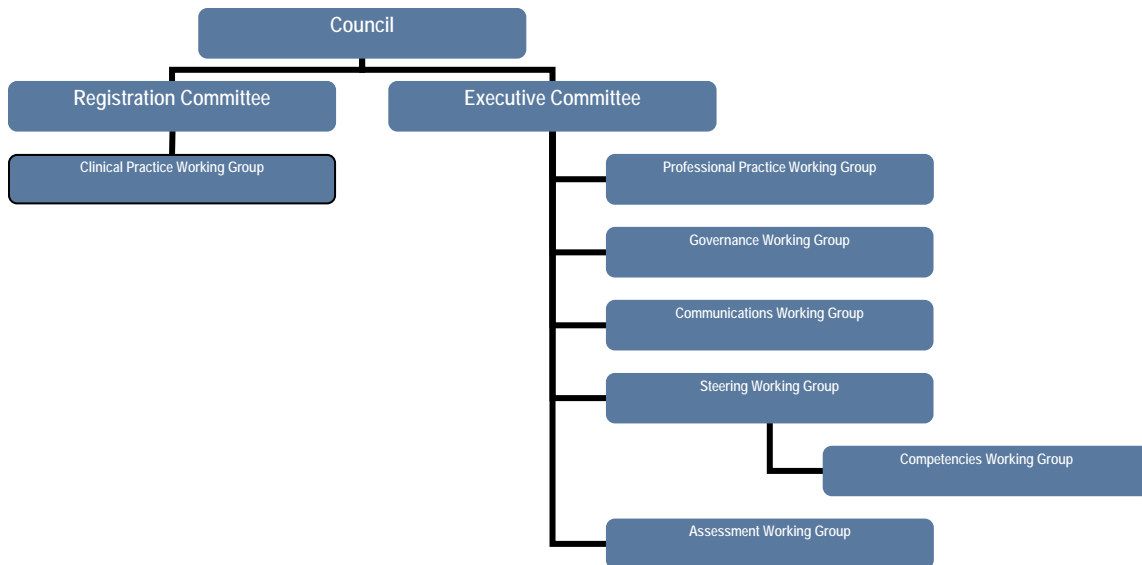
- Optimize content for website using a variety of graphics, content, capacity and interactivity.
- Administer the development, implementation and revision of the website and Council Intranet.
- Develop training manual on “How to use the Intranet”.

**10. Policy Analysts**

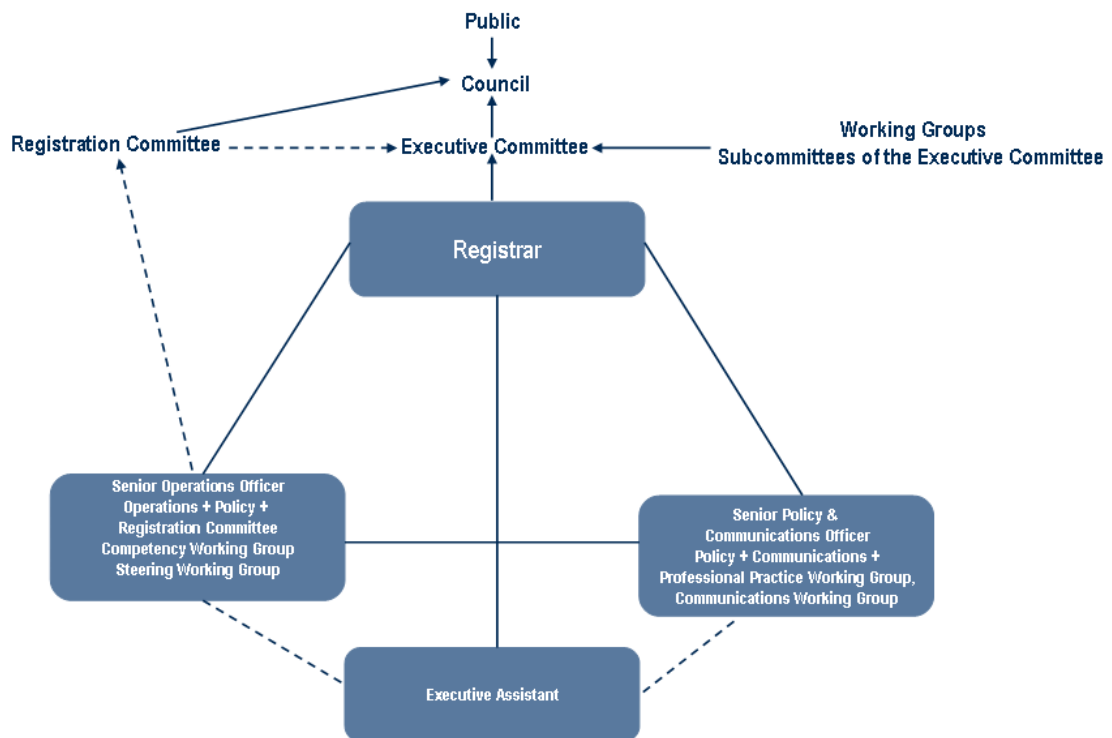
- Conduct research and analysis and develop policy papers.
- Prepare briefing and issues notes, background reports and presentations to communicate the status and impact of identified issues.
- Identify, describe and evaluate issues.
- Research emerging trends and best practices.
- Critically analyze policies, procedures, processes and systems.
- Develop talking points on priority issues.
- Assist in the organization of policy-related events.



**Transitional Council Governance Structure**



**Internal Reporting Structure**



**Key**  
 — Reporting Relation  
 - - - Resource Support  
 All Staff provide resource support to Council & Executive Committee  
 Registrar is Ex-Officio to ALL Committees