

Sub-Committee Terms of Reference

Created March 9 2022

This document is a working document that complies the Terms of References for the current sub-committee's of the Newfoundland and Labrador Massage Therapists' Association.

The current Subcommittee's are:

Policy Committee

Membership Communications Committee

Research Committee

Continuing Education Committee

CMTA Committee

Public Relations Committee

Annual General Meeting (AGM) Committee

Policy Committee

The Policy committee is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) Board of Directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications.

Purpose:

The role of the Policy Committee is to develop policies and position statements that guide the actions of the Board of Directors of the NLMTA in alignment with our roles to support the membership and promote the profession.

Composition:

The Policy committee is composed of at least one board member who typically acts as chairperson of the committee. The chair may recruit persons from the membership who have expressed their desire to volunteer with the Policy committee and assign work to Committee members. Committee members must;

- Regularly attend committee meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The Policy Committee will meet once a year or as needed, with a break for the summer months of July and August. Between meetings the committee will communicate as agreed upon.

- Time commitment: 1-2 meetings = 1.5 – 3 hours per year

Responsibilities:

The Board of Directors of the NLMTA identifies issues warranting the attention of the policy committee. The committee will;

- Review, analyze and develop policies and/or position statements, using critical analysis and strategic thinking, for the consideration of the Board of Directors.
- Documents aim to be in alignment with the College of Massage Therapists of Newfoundland and Labrador (CMTNL) governing documents.
- Meet, at least, once a year in September to review current policies and position statements to ensure their efficacy.

Reporting:

The Policy committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June.
- Bring specific policies and/or position statements to the NLMTA Board of Directors for final approval.
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Membership Communications Committee

The membership communications committee is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) board of directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications.

Purpose:

The role of the membership communications committee is to help the Treasurer with the day to day communication with the NLMTA membership. This includes the website (www.nlmta.ca), social media if applicable, full membership emails (using MailChimp) and emails associated with info@nlmta.ca.

Responsibilities:

- Forwarding information to the membership including but not limited to:
 - Job Opportunities
 - Upcoming workshops, CEU opportunities
 - FYI information coming from the CMTA (Canadian Massage Therapy Alliance) or the CMTCA (Canadian Massage Therapy Council for Accreditation)
 - Online Massage Therapy Magazine article sample (quarterly)
- Responding to membership questions outside of the administration of fees/registration (either via email or social media)
- Create and compile results of membership surveys
- Monitor the email address info@nlmta.ca, this includes forwarding emails intended for the Treasurer or forwarding to the full board an email that needs more of a board response.

Composition:

The membership communications committee is composed of at least one board member who typically acts as chairperson of the committee. The chair may recruit persons from the membership who have expressed their desire to volunteer with the membership communications committee and assign work to Committee members. Committee members must;

- Regularly attend membership communications committee meetings and important related meetings.

- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The membership communications committee will meet monthly or as needed, with a break for the summer months of July and August. Between meetings the committee will communicate via; email, phone/text, or other agreed upon avenue.

- Time commitment: 8 meetings per year – 60-90 minute meeting

Reporting:

The membership communications committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June. .
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Research Committee

The research committee is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) board of directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications.

Purpose:

The role of the Research Committee is to gather and share pertinent research to the board of directors and general membership. This research can be used to help facilitate relationship building with insurance companies, WorkplaceNL, and whoever else the committee/board of directors feels would benefit. The overall goal is sound evidence of massage therapy as having an important role in the healing, and maintenance of health in the general public.

Responsibilities:

- Gather pertinent research articles to discuss at committee meetings
- Share relevant research articles to the board of directors
- Work towards conducting needed research to further the profession

Composition:

The Research committee is composed of at least one board member who typically acts as chairperson of the committee. The chair may recruit persons from the membership who have expressed their desire to volunteer with the Research committee and assign work to Committee members. Committee members must;

- Regularly attend Research Committee meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The Research Committee will meet monthly or as needed, with a break for the summer months of July and August. Between meetings the committee will communicate via; email, phone/text, or other agreed upon avenue.

- Time commitment: 8 meetings per year – 60-90 minute meeting
- Additional meetings required for specific purpose or project

Reporting:

The Research committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June. .
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Continuing Education Committee:

The continuing education committee (CEU) is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) board of directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications.

Purpose:

The role of the CEU Committee is to assist the Board of Directors of the NLMTA in the identification and development of opportunities for training and education in alignment with our role to support the membership.

Responsibilities:

Explore methods of delivering educational opportunities:

- May carry out surveys of education needs of membership.
- Assist in the facilitation and organization of professional development programs.
- Make recommendations and provide feedback to the NLMTA Board of Directors on matters pertaining to training and development.

Composition:

The CEU committee is composed of at least one board member who typically acts as chairperson of the committee. The chair may recruit persons from the membership who have expressed their desire to volunteer with the CEU committee and assign work to Committee members. Committee members must;

- Regularly attend CEU Committee meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The CEU Committee will meet monthly or as needed, with a break for the summer months of July and August. Between meetings the committee will communicate via; email, phone/text, or other agreed upon avenue.

- Time commitment: 8 meetings per year – 60-90 minute meeting

Reporting:

The CEU committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June.
- Bring specific training or educational opportunities to the NLMTA Board of Directors for final approval.
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Canadian Massage Therapy Association (CMTA) Committee

The Canadian Massage Therapy Association (CMTA) committee is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) Board of Directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications. For more information on the CMTA please visit crmta.ca.

-The CMTA is the National voice of the Massage Therapy profession in Canada for the purpose of uniting, strengthening, and advancing the profession. We provide a forum for shared experiences and resources to advocate for the profession of Massage Therapy on National issues by fostering a deeper sense of community for the Professional Associations.

Purpose:

The role of the CMTA Committee is to have a seat at the National table, to assist in information sharing and help develop innovative solutions to challenges and opportunities facing the profession of Massage Therapy.

Composition:

The CMTA committee is composed of at least one board member who typically acts as chairperson of the committee. Committee member(s) must;

- Regularly attend CMTA Committee meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

- The CMTA meets quarterly or as needed. Between meetings the committee will communicate as agreed upon. The CMTA may decide to hold an in-person meeting once a year in an agreed upon province. The NLMTA Board of Directors will discuss and decide if attending the in-person CMTA meeting is important to the membership and fits the budget that particular year.
- Time commitment: 4 meetings per year = 6-8 hours total OR in the case of in-person meetings – 2-3 days in host province (full day meetings arranged) = 16-20 hours total.

Responsibilities:

- Support the vision, mission, goals and policies of the CMTA.
- Identify areas of interest and/or concern for members of the NLMTA in order to be the voice of Newfoundland and Labrador Massage Therapists on a National level.
- Support legislative action on behalf of provincial associations and the massage therapy profession.
- Volunteer for CMTA Board committees and/or task forces.
- Attend all Board meetings and participate in Board conference calls.
- Make recommendations and provide feedback to the NLMTA Board of Directors on National news.

Reporting:

The CMTA committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June..
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Public Relations (PR) Committee

The public relations committee (PR) is a standing committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) Board of Directors. This is a working committee and members are asked to participate both in meetings (in-person or virtual) and through email communications.

Purpose:

The role of the PR committee is to assist the Board of Directors of the NLMTA in the identification and development of opportunities to educate the public and promote the science, art and philosophy of massage therapy.

Composition:

The PR committee is composed of at least one board member who typically acts as chairperson of the committee. The chair may recruit persons from the membership who have expressed their desire to volunteer with the PR committee and assign work to Committee members. Committee member(s) must;

- Regularly attend PR committee meetings and important related meetings.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The PR committee will meet monthly or as needed, with a break for the summer months of July and August. Between meetings the committee will communicate as agreed upon.

- Time commitment: 8-10 meetings – approximately 8-12 hours per year

Responsibilities:

Explore avenues of delivering promotional opportunities which may include:

- Public awareness publications (i.e. Fire prevention booklet, Regatta program, RNCA booklet)
- Allied health care publications
- Public outreach events
- Promotional materials (i.e. pens, sticky notes, calendars...)

Reporting:

The PR committee chair will;

- Report to the NLMTA Board of Directors as a standing agenda update during monthly board meetings between September and June.
- Bring specific promotional opportunities to the NLMTA Board of Directors for final approval.
- Give a report to the general membership at the Annual General Meeting on the activities of the Committee.

Annual General Meeting (AGM) Committee

The AGM committee is an ad-hoc committee of the Newfoundland and Labrador Massage Therapists Association (NLMTA) Board of Directors.

Purpose:

The role of the AGM Committee is to assist the Board of Directors of the NLMTA in the planning and execution of the annual general meeting typically held in the fall of the year.

Composition:

The AGM committee is composed of interested board members and the Executive Director of the NLMTA. Committee members must volunteer for and willingly accept assignments and complete them thoroughly and on time.

Meetings:

The AGM Committee will meet as needed to plan. Between meetings the committee will communicate as agreed upon.

- Time commitment: 3-4 meetings = 6-8 hours per year

Responsibilities:

- To develop an agenda for the AGM.
- To identify potential speakers and/or educational opportunities for the event.
- To co-ordinate refreshments, prizes, facilities set up/Zoom meeting registration.
- To ensure board committee reports are completed in a timely fashion and compile with the yearly financial report.
- To identify the need for recruitment of board members, send out a call for nominations and their biography.
- To recognize retiring board members, RMT achievements (i.e. 10, 25 year certificates) speakers and guests at the AGM.

Reporting:

- Report to the NLMTA Board of Directors during monthly board meetings.
- Bring specific ideas to the NLMTA Board of Directors for final approval.