



Ontario Society of Registered Psychotherapists Expectations of OSRP Board Members

As a Board member of the Ontario Society of Registered Psychotherapists (OSRP), your contribution to the culture, workings, mission and vision of the society are deeply valued by your fellow Board members and the membership. The position that you have taken on comes with certain expectations and responsibilities. They are listed below.

The purpose of this document is to inform potential and current board members what is expected of them in the role.

General

Being a Board member of OSRP is a volunteer position. By law, non-profit Board members are not to be paid for their service to the society. Expenses incurred as result of work done on OSRP's behalf will be covered. Current rates such as mileage and parking are set by policy. Check with the office or the policy manual for current rates.

Even though it is a volunteer position, it is important to remember that being a Board member is a job and comes with certain expectations and responsibilities. Please familiarize yourself with your job description.

Policies and Procedures Manual

The association is governed by a series of policies that are outlined in the OSRP policy manual. These policies reflect how OSRP does things; they have been discussed and voted on by the Board of directors over time.

The main function of the Policies and Procedures manual is to provide continuity over time and from one Board cohort to another.

All Board members are expected to be familiar with the policy manual and operate according to its guidelines.

The policy manual is available online in the Board session of the website, or you can ask the OSRP office for a copy.

Attendance at Board Meetings

Attendance is expected at all Board meetings. If you can't attend a Board meeting, please let the Board Chair and the office know as soon as possible. Life does happen and you can miss up to three meetings per year. If three meetings are missed without just cause, you will be asked to resign.

Board meetings are held once a month, usually on the third Friday. Board meetings run from 12 to 2 p.m. and are held via Zoom.

The agenda and the Board meeting materials are usually sent out one week prior to the Board meeting. The package includes the agenda, previous minutes and reports from various committees. Committee Chairs are asked to include any decisions that they wish to have discussed or moved.

Time requirement per month, including attend Board meetings, is about 8 to 10 hours. This is more if you are an officer or the Chair of a committee. Members-at-large don't have a portfolio per se; it is hoped that you will find a project that interests you.

Conflict of Interest for Board

Good governance suggests that all Board members have their primary allegiance to the society and vote accordingly to what is in the best interests of the organization as whole. Directors are champions for the OSRP vision, mission, goals and policies and always act in the best interests of society.

If you think that there is possibly a conflict of interest on a topic that requires a vote, then it is best practice to declare the conflict at the beginning of the discussion and abstain from the vote.

Non-disclosure Agreement

All matters discussed at Board meetings are considered confidential. Directors agree to keep these discussions private among Board members only. Directors agree to communicate official policies that have been decided upon and the rationale leading up to those decisions to members and other key stakeholders.

Voting

During the Board meeting, every Board member has a right to his or her perspective and opinion during the discussion. There is often a lively and engaging conversation over OSRP issues. Once the vote has been taken and the Board has agreed to decision, directors must abide by the decision even if they disagree. It is not usual practice to re-open decisions after a vote has been taken. If you continue to disagree with the decision, then you have the right to put a motion on the table to re-open the decision.