

# AMT Discipline Committee Terms of Reference

*Revised on August 8 2013*

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## **Purpose**

The purpose of the Discipline Committee is to ensure the Compliance of AMT members with AMT rules, the AMT Code of Ethics and the AMT Code of Practice by investigating all reports and complaints and taking appropriate action as determined.

## **Composition**

The AMT Discipline Committee shall consist of:

- A Chairperson from the Board, to be elected by the Committee
- Up to 4 additional AMT Board members

At least fifty percent plus one of members of the Discipline Committee shall constitute a quorum. Business may be conducted electronically or via teleconference or at face-to-face meetings.

## **Frequency of Meetings**

The Discipline Committee shall meet face-to-face, electronically or via teleconference to arbitrate on any formal complaints/matters brought before it. The Committee shall also meet at the call of the AMT Board and as needed to provide effective recommendations and oversight of relevant matters.

## **Responsibilities**

Specific responsibilities of the Discipline Committee include:

1. Developing, monitoring and regularly reviewing AMT's complaints policy.
2. Monitoring and reporting on any changes in legislation referring to the conduct and practice of Massage Therapy.
3. Responding to and investigating complaints in a timely fashion.
4. Maintaining comprehensive and accurate records of all matters/ complaints.
5. Escalating matters of concern to the full Board, a Health Complaints Entity such as the Health Care Complaints Commission or the police as required.
6. Providing advice to the Board regarding changes to the AMT Code of Practice)