

# *Pastoral Care Allied Health Group*

## *Constitution*

### *Pastoral Care Allied Health Group of Newfoundland and Labrador*

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#### **I. NAME**

The proper name shall be the **Pastoral Care Allied Health Group (PCAHG)**

Hereafter Newfoundland and Labrador Health Boards Association shall be referred to as **NLHBA**;

and Canadian Association for Spiritual Care shall be referred to as **CASC**.

Definition: a "Regional Integrated Health Board" refers to a geographic jurisdiction.

This document applies to the Province of Newfoundland and Labrador.

#### **II. PURPOSE**

1. To work with and support the objectives of the NLHBA, which strives to ensure quality patient, resident, client care by encouraging ongoing development of professional programs of spiritual/pastoral care in institutional and community health care organizations.
2. To promote network building and sharing of information among caregivers who provide for the spiritual/pastoral needs of patients, residents, clients family and staff in the institutional and community health care organizations.
3. To integrate spiritual/pastoral care into the total patient, resident, client care programs throughout the institutional and community health care organizations.

4. To improve the effectiveness of all spiritual/pastoral caregivers in institutional and community health care organizations, through provision and promotion of ongoing education and professional development.
5. To be a resource for the development and evaluation of spiritual/pastoral care services, making available to health care regions/areas:
  - i. names of workshop leaders
  - ii. program suggestions
  - iii. workload measurement tools
  - iv. evaluation tools for continuous quality improvements
  - v. a comprehensive directory of pastoral care personnel and services
  - vi. use of NLHBA website for communication and resources
6. To initiate and engage in ongoing communication with, and promotion of, Professional Spiritual/Pastoral Care Practice Associations such as the Canadian Association of Pastoral Practice and Education (CAPPE), the NLHBA, other interest groups and religious bodies.
7. To promote the standards of the Spiritual and Religious Care for Health Services in Canada.
8. To assist boards and members in their preparation for accreditation surveys as conducted by the Canadian Council on Health Services Accreditation.
9. To recognize, advocate for, promote and support the positions of Regional Directors of spiritual/pastoral care services.

### **III. MEMBERSHIP**

1. Membership is open to all those who are active in the paid or voluntary ministries of spiritual/pastoral care. Included are: directors, coordinators, chaplains, clergy, lay pastoral volunteers, pastoral care-associates, pastoral care clinicians, interns and any health care provider.
  - i. Membership shall be for one year, October to October.
  - ii. A nominal fee of fifteen (\$15.00) shall be required of all members.

### **IV. PRIVILEGES AND BENEFITS**

1. Full voting privileges for all members (in good standing).
2. Collegial support for those involved in spiritual/pastoral care.
3. Communication through the Newsletter, monthly teleconferences and the published membership directory and website.

### **V. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of elected and appointed members.
2. Elected Officers of the Executive Committee are:
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Past-Chairperson
  - iv. Recording Secretary
  - v. Treasurer
  - vi. Membership Coordinator
  - vii. Education Coordinator
  - viii. Newsletter Editor
  - ix. CAPPE Representative

3. Officers of the Executive Committee shall be elected/appointed as required, at the Annual General Meeting for a term of two years with provision for re-election/re-appointment for a further two-year term. All Officers shall assume office immediately following their election/appointment.
4. To be declared elected a candidate shall receive a majority vote of the membership present. A majority vote is 50%+1.
5. The Executive Committee shall be empowered to act on behalf of the PCAHG between Annual Meetings, and report on such activities at each meeting.
6. Ad Hoc Committees may be established by the Executive Committee.
7. The Chairperson shall be an Ex-officio member of all Committees.
8. Any Executive member missing four consecutive Executive teleconference meetings without submitting regrets shall forfeit his/her position on the Executive.
9. The Executive Committee may appoint a person to replace an elected officer for the duration of the term of the office.
10. The Executive Committee may appoint or co-opt members as needed to the Executive Committee.

## **VI. ROLE OF THE EXECUTIVE COMMITTEE MEMBERS**

1. **Chairperson**
  - i. To chair all Executive and Annual General Meetings and teleconferences.
  - ii. To attend and present an Annual Report at the AGM and Fall Conference of the PCAHG.
  - iii. To serve as an ex officio member of all committees.

## 2. **Vice-Chairperson**

- i. To act as Chairperson in the absence of the Chairperson.
- ii. To be a resource person for appointed Committees.
- iii. To assist the Chairperson, as required.
- iv. To attend the AGM and Fall Conference of the PCAHG.

## 3. **Past-Chairperson**

- i. To be a resource person for the Chairperson and Executive Committee.

## 4. **Recording Secretary**

- i. To record the minutes of all duly called meetings.
- ii. To prepare an agenda and inform members of forthcoming meetings.
- iii. To carry out directions/correspondence at the request of the Executive.
- iv. To circulate minutes of all Executive and other teleconference meetings.
- v. To attend the AGM and Fall Conference of the PCHAG.

## 5. **Treasurer**

- i. To be entrusted with all the financial transactions and financial record keeping for the PCAHG.
- ii. To present an updated financial statement at each Executive Committee meeting.
- iii. To attend and present the year end financial statement at the AGM of the Fall Conference of the PCAHG.

## 6. **Membership Coordinator**

- i. To maintain a regularly updated membership list.
- ii. To be the Chairperson for the Nominating Committee.
- iii. To work jointly with the Treasurer in recording and receipting the memberships.
- iv. To actively promote new membership in the PCAHG.
- v. To review the membership application form with the Executive Committee annually and revise as necessary.

- vi. To attend and present an updated membership report at each Executive Committee meeting.
- vii. To attend and present an Annual Report at the AGM of the Fall Conference of the PCAHG.

## **7. Education Coordinator**

- i. To receive the Executive Committee's endorsement of the content and presentation format for the educational sessions.
- ii. To promote and coordinate three teleconferences, to be scheduled in November, February, and April.
- iii. To attend and present an updated report at both monthly scheduled teleconferences.
- iv. To attend and present an Annual Report at the AGM of the Fall Conference of the PCAHG.

## **8. Newsletter Editor**

- i. To actively solicit items, articles of interest, and activities in spiritual/ pastoral care.
- ii. To arrange the distribution of the PCAHG newsletter with the NLHBA.
- iii. To attend and present an updated report at each Executive Committee meeting.
- iv. To attend and present an Annual Report to the AGM of Fall Conference of the PCAHG.

## **9. CAPPE Representative**

- i. To be a liaison between the PCAHG and CASC at provincial, regional and national levels.
- ii. To attend and present an updated report at each Executive Committee meeting.
- iii. To attend and present an Annual Report at the AGM of Fall Conference of the PCAHG.
- iv. To attend either the Atlantic and/or National Conference. If the CAPPE Representative is unable to attend either Conference, a member of the Executive may be chosen.

## **VII. ROLE OF THE REGIONAL/AREA REPRESENTATIVES**

- i. Regional/Area Representatives shall be the Chairperson or designated representative of a Regional/Area Pastoral Care Committee, regional Ministerials or Regional/Area Boards.
- ii. To be well informed of the work, activities and benefits of the PCAHG and to actively promote membership in the PCAHG amongst Spiritual/Pastoral Care Committee members and other interested people.
- iii. To be a liaison between the PCAHG and local Spiritual/Pastoral Care Committees within the health care regions/areas.
- iv. To be the liaison between each Chairperson of the Spiritual/Pastoral Care Committees within the health care region/area, any Regional/Area Spiritual/Pastoral Care Advisory Committees, and the PCAHG.
- v. To identify and/or communicate concerns and issues to the Executive.
- vi. To be present at monthly scheduled teleconferences, reporting on activities on behalf of Spiritual/Pastoral Care Committees within the health care region/area, and to report back to the respective Spiritual/Pastoral Care Committees.
- vii. To promote educational events sponsored by the PCAHG throughout the health care region/area.
- viii. To promote the implementation of programs approved by the PCAHG.
- ix. To attend the AGM and Fall Conference of the PCAHG.

## **VIII. MEETINGS**

1. The whole membership is scheduled to meet monthly from September to June:
  - i. All meetings are Teleconference meetings, with the exception of the Annual General Meeting.
  - ii. In addition to the monthly meetings the Executive Committee is scheduled to meet once during each month from September to June.

- iii. The Executive will meet the first Thursday of each month from September to June and the membership will meet the third Thursday of each month from September to June.
  - iv. Three of the monthly meetings will be Educational Teleconferences, scheduled in November, February, and April.
  - v. The AGM is held in conjunction with the Fall Conference generally held the first week of October.
2. The meetings will be conducted using the Roberts Rules of Order Revised as a guideline.
  3. For a motion to be carried at a teleconference meeting, a majority vote of members present is required. A majority vote is 50%+1.
  4. For a motion to be carried at the AGM, a majority vote of the members registered is required. A majority vote is 50%+1.

### **VIII. AMENDMENTS**

Proposed amendments to this Constitution shall be circulated to the membership at least thirty (30) days prior to the AGM. Proposed amendments shall be voted on at the AGM and adopted, if carried by a majority vote of the members registered. A majority vote is 50%+1.

Original:	1982
Revised:	September, 1990
Revised:	March, 1995
Revised:	October, 1997
Revised:	May, 2000
Revised:	October, 2000
Revised:	October, 2004
Revised:	October, 2010