



**Terms of Reference**  
**Correctional Psychiatry Committee**  
**Approved: Sept. 25, 2019**  
**To be reviewed: 2024**

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**Purpose**

To provide leadership devoted to clinical services, teaching, and research in provincial and federal correctional systems.

**Mandate**

1. Prepare views and advice on evidence-informed approaches to clinical assessment and treatment in correctional settings
2. Identify and develop or modify practice guidelines of relevance to forensic psychiatrists working in a correctional context
3. Provide a forum and context for professional networking of forensic psychiatrists working in provincial/territorial and federal correctional systems through presentations at the annual meeting and updates in the CAPL e-newsletter
4. Identify and develop academic curriculum and teaching approaches for training in correctional psychiatry
5. Collaborate with other CAPL committees and the Board on issues, projects and matters related to correctional psychiatry.
6. Report on all work undertaken to the Board of Directors.

**Accountability and Reporting**

The committee reports to the Board of Directors. Meetings will be minuted, and the minutes will be forwarded to the Board of Directors only, unless the Board advises otherwise.

**Composition**

In addition to the chair, there will be a maximum of five voting members. Wherever possible, core membership should reflect CAPL demographics (e.g., practice stage and setting) and geographic regions.

Up to five ad hoc members with special expertise may be recruited to the committee to assist it with its work.

During their terms of office, all committee members shall be members in good standing of CAPL. Exceptions may be made for any ad hoc members who are asked to join a committee for a specific project due to their expertise.

All committee members must agree to abide by the prevailing CAPL volunteer code of conduct and disclosure policy, and provide updated disclosure information annually using the prevailing volunteer conflict of interest disclosure form.

**Quorum**

Fifty per cent plus one of the voting members of the committee.

**Selection Process**

Candidates for chair and member shall be identified through a call led by the Nominating Committee, and a final selection shall be made by the Board of Directors. The Board shall consult with the committee chair in confirming committee member appointments.

Appointments will be based on experience, needed expertise, availability and interest. Awareness of correctional psychiatry and past service on a volunteer board or committee would be assets.

**Terms of Office**

The chair shall serve a term of three years or as determined by the Board, renewable once. Committee members shall serve a term of three years or as determined by the Board, renewable once. Ad hoc members serve a term equivalent to the duration of the specific project(s) to which they are recruited.

All terms begin immediately following the Annual General Meeting, or following the Board meeting at which the appointment is ratified should it be a midterm appointment.

Committee members who miss more than one-third of scheduled meetings in the course of any term in office may be asked to resign by the committee chair. In the event that a committee member is unable to attend a meeting, no replacement representative will be permitted to attend.

**Detailed Responsibilities and Duties**

The chair (or his or her delegate) presides over all meetings and ensures minutes are recorded. The chair shall provide a written report to the Board no later than Feb. 1 of each year.

The committee will meet virtually at least three times per year, or more often at the call of the chair. Committee members are expected to participate to the best of their ability, and prepare for meetings by reading and familiarizing themselves with the topics to be covered.

Any practice guidelines, working documents, position papers, or other publications that are developed by the committee and endorsed by the Board of Directors as official CAPL documents will be updated at least every five years by the committee.

No funding or compensation is provided to the chair or committee members for the purpose of attending meetings.