



Terms of Reference CREDENTIALS COMMITTEE

1 Objective

The Credentials Committee will ensure that candidates for examination meet the eligibility requirements established in policies to ensure the organization operates effectively and achieves its vision, mission and goals.

2 Responsibilities

- Assess applications when requested by the Registrar.
- Determine the ruling of an applicant’s eligibility and/or the conditions to be met by the applicant to attain eligibility to sit the Fellowship Examination.

3 Membership and Term

The Credentials Committee is a sub-committee of the Board of Directors.

Members

Director (Chair)	While in office
Board Vice-Chair (Ex-officio)	While in office
Director	While in office
Registrar	2 years, renewable by Board
Director of Operations	While employed

4 Meeting Procedures

Schedule: When called by Chair.

Format: By teleconference or other electronic means.

Agenda: Developed by the Chair, with input from members.

Minutes: Prepared by the Chair for review and approval at next committee meeting; filed at Head Office.

Reporting: It is the responsibility of each committee Chair to provide oral and written reports to the Board of Directors following a meeting of the committee and to ensure that all recommendations stemming from the committee are presented to the Board for approval.



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5 Decision-making

The committee cannot commit the use of the organization's financial or human resources without prior approval from the Board of Directors.

6 Accountability

The Credentials Committee will be accountable to the Board of Directors through the Chair of the committee.

7 Staff Resources

Director of Operations