DRAFT

Terms of Reference:
Regional Chartered Mediator Accreditation Committee
January 2014

Definitions:

Regional Chartered Mediator Accreditation Committee ("RCMAC"): the RCMAC is appointed by the Board of Directors of ADR Institute of Alberta (ADRIA) to review applications for accreditation as a Qualified or Chartered Mediator. The RCMAC recommends member applicants to the National Chartered Mediator Accreditation Committee (NCAAC) for accreditation as a Chartered Mediator by the ADR Institute of Canada. The RCMAC Committee shall be comprised of no fewer than 3 qualified Mediators.

Qualifying Mediator: Chartered Mediators or person otherwise deemed qualified by the ADRIA Board of Directors and appointed by that body to carry out the function.

The RCMAC is guided by the Principles, Criteria, Protocol, Competencies for the designation Chartered Mediator as set out by the ADR Institute of Canada, Inc.

Duration of the Committee:
2 year term - May 2014 through May 2016

Chair of the Committee:
As appointed by the ADRIA Board of Directors: Jan (John) Souman

Committee membership:
As decided by the Chair and the Executive Director

Requirements of the Committee for Executive Director/Staff time:
Administrative support in preparing applications of designations for committee review, tracking and paying committee expenses

Budget requirements:
Costs of supporting the committee: parking for Panel Chair and participants- $100; conference calling fees $50.00/meeting for up to 6 meetings/year - $300; other costs to be determined by the Panel and the Executive Director as per the ADRIA annual budget.

Reporting obligations:
To the ADRIA Board of Directors by the Executive Director on a regular basis or as required by the ADRIA Board.