DRAFT Terms of Reference
ADRIA Mediator Designations Committee (MDC)
September 2014

Overview & Purpose:
The ADR Institute of Alberta's (ADRIA) Mediator Designations Committee (MDC) is appointed by the ADRIA Board of Directors (the Board) to review membership applications for the national designations of Chartered Mediator or Qualified Mediator (C.Med./Q.Med.). The MDC functions as the Regional Chartered Mediator Assessment Committee (RCMAC) for Alberta as currently defined by the ADR Institute of Canada (ADRIC), recommending member applicants to the National Chartered Mediator Accreditation Committee (NCMAC) for C.Med. and Q.Med. designations.

Committee Composition & Qualifications:
The MDC will be composed of four (4) Chartered Mediators (C.Med.) including the Chair, all of whom must be ADRIA & ADRIC Full members in good standing. At a minimum, the MDC can function with three (3) committee members.

In addition, the Chair will have at least 2 years of MDC OR Board of Directors OR other related experience, coupled with leadership/management expertise.

Expectations of Committee members:
MDC members must be prepared to commit at least 15 hours of their time, twice annually, to the review of member applications and assessments. MDC members must be able to make themselves available to work with the Chair and/or Executive Director (ED) during the application review periods, notably the months of October and April each year. For the most part, MDC members are not expected to travel, as application reviews are conducted on-line individually, and discussed by teleconferencing as required.

Committee and Chair responsibilities:
The MDC will be guided by the Principles, Criteria, Protocol, and Competencies for the Chartered Mediator and Qualified Mediator designations as set out by ADRIC, and further amplified by ADRIA guidelines. Individually and collectively, the MDC will ensure the complete confidentiality of all application reviews, and exclude themselves from any decisions in which they played an assessment role or may be perceived as having a conflict of interest.

The Chair is responsible to the ADRIA Board of Directors and will work closely with the ED in leading the work of the MDC by:

- Ensuring MDC members are aware of and operate within the practices and guidelines provided by ADRIC and ADRIA, and conduct themselves in an ethical and consistent manner;
- Ensuring that the MDC operates effectively and within timelines required for application review, including insuring that members have the information and feedback they need;

- Clarifying MDC expectations, such as deadlines and expected documentation; and
- Supporting open dialogue among MDC members and assisting them in seeking consensus.

MDC recommendations regarding member applications will be conveyed to the ED and/or ADRIA staff for onward transmission to ADRIC and/or the applicants. The ED will keep the Board apprised of the quality, quantity and status of member applications.

In addition to the review of member applications twice annually, and the preparation of application recommendations to ADRIC and/or the applicants, the MDC will also:

- be fully familiar with ADRIC & ADRIA Mediator designation guidelines;
- make observations and/or suggest changes to the guidelines;
- when requested, comment on proposed changes to the guidelines;
- review and endorse ADRIA's list of approved C.Med. Assessors; and
- when requested, report to the Board on Mediator designation issues.

Decision Making:

The MDC shall make decisions by consensus wherever possible. Should consensus not be possible, decisions shall be made by a majority vote of committee members. Should there be a tie vote, the Chair shall decide the issue.

Compensation:
MDC members are not paid, but are reimbursed for any direct expenses and will earn ADRIA Conference credits annually.

Committee Term Limits:
MDC members, including the Chair, are usually appointed for an initial three-year term. MDC members, including the Chair, may be re-appointed at the Board's discretion for additional terms of one, two or three years to provide for staggered terms and succession planning. Continuous service on the MDC, inclusive of time as Chair, will not exceed six years in total. MDC members whose term has fully expired are not eligible for further MDC appointments until at least two years have elapsed.

Selection and Appointment:
Members of the MDC and the Chair will be appointed by the ADRIA Board of Directors. Applications & nominations for the MDC will be solicited from the ADRIA general membership when vacancies exist. The Chair and ED will review applications and recommend new members to the Board. Re-appointments of current MDC members will also be recommended jointly by the Chair and ED, and approved by the Board. In selecting a new Chair, the Board will consider the recommendations of the current Chair and ED. When required, nominations for the Chair will be solicited from the general membership, reviewed and appointed by the Board.

Communications:
The membership will kept advised of MDC policies, practices, opportunities and appointments by means of the ADRIA website, brochures, newsletter and/or e-mail.

The Chair may raise and/or pursue designation issues with the Board President or the Board as a whole at any time, and may be asked to report, annually or as required.

ADRIA resources available to the Committee:
ADRIA staff will provide administrative support to prepare member applications for online review, promulgate ADRIA guidelines and application forms, interact with applicants to finalize their applications, prepare all required correspondence, convey MDC recommendations to applicants and/or ADRIC, maintain MDC files and records, track and pay MDC expenses (parking, conference calls, etc.), provide meeting space if required, and solicit MDC nominations from the general membership.

Budget requirements:
The ED will budget appropriately for cost of supporting the MDC in the annual business planning cycle and ongoing reviews.

TOR Prepared/Updated: September 24th, 2014 **DRAFT DRAFT DRAFT**