



POLICY ID	BP-E-06	SUBJECT	VOLUNTEER ROLE DISCLOSURE
SECTION	EXAMS		
EFFECTIVE DATE	SEPTEMBER 2019	REVIEW CYCLE	EVERY 2 YEARS
DATE AMENDED		NEXT REVIEW	FALL 2022

Policy

The CCEB appreciates the important role of volunteers in the organization. In order to protect the reputation of the CCEB and integrity of the examination, the CCEB adheres to a strict Volunteer Role Disclosure Policy for all volunteers including Governors.

Purpose

To protect the reputation of the CCEB and integrity of the examination it is recognized that:

- The role of individual volunteers in the work of the CCEB is assigned on an as needed basis.
- These roles are not ongoing, nor are they guaranteed to be fulfilled by the same individual on an ongoing basis.
- Any Representation of the role of a volunteer, including the timeframe in which the role was performed, must be accurate.
- Disclosure of volunteer roles with the CCEB must avoid the risk of any real or perceived conflicts or bias.

Definitions:

In this policy:

“*Active Service*” means receiving, accepting and fulfilling a volunteer position in any given year.

“*Board*” means the Board of Governors of the CCEB.

“*Breach*” means a failure to adhere to the ‘Process’ section of this policy.

“*CCEB*” means the Canadian Chiropractic Examining Board.

“*CEO*” means the Chief Executive Officer (CEO) of the CCEB.

“*Chair*” means the Chair of the Board.

“*Governor*” or “*Governors*” means a governor or governors of the Board.

“Representation” means any communication (oral or written) setting forth particular facts regarding the volunteer’s past, current or future role, work or potential work, and/or affiliation with the CCEB, including but not limited to the fact of being or having been a volunteer with the CCEB.

Process

Any Representation must adhere to the following principles, unless otherwise required by law:

1. Be accurate and not make any misrepresentations about the CCEB or the examination.
2. Make clear that the volunteer’s involvement was of a volunteer nature and must in no way imply that they are an employee, consultant or spokesperson for the CCEB.
3. Include only the specific years of Active Service.
4. Not be used, or mentioned, in association with the personal views, perspectives, or practice philosophy of the volunteer.
5. Not be used, or mentioned, in any way that may be perceived to imply a CCEB endorsement of the volunteer, their practice or alternate affiliations.
6. Not in any way bring the CCEB, the examination or any aspects of the organization into a position of question or controversy or otherwise disparage the name or reputation of the CCEB.
7. Be removed or altered, as directed, within 24 hours of written notice by the CEO of the CCEB, at the CEO’s sole discretion.

Scope

This Policy applies to the Governors and volunteers of the CCEB.

Responsibility

Approval: The Board is responsible for approving this policy and any changes hereto.

Consequences of non-compliance: Any Breach of this policy may be determined to be misconduct. Any Breach by volunteers will be reviewed by the CEO; Any Breach by individual Governors will be mutually reviewed, by the remaining members of the Board, the Chair and CEO. In either case, misconduct may be determined and may result in disciplinary steps being taken, including prohibition from volunteer activity with the CCEB or the board of governors, and/or seeking financial compensation and/or taking action to protect its legal rights.