



Council Policy

Policy Name	OAA Involvement/Participation in Outside Organizations
Issue Date	September 2020
Revision Dates	N/A

From time to time, the OAA is approached or invited to join and/or participate with outside organizations in a variety of different ways. This may take the form of an invitation to provide input/comment or join a Committee or Board, or it may involve a request to participate as a founding member of an organization or as a partner.

This policy is established to assist Council in assessing these opportunities and make a decision as to whether to become involved and, if so, to what extent.

When such a request is received, the President or appropriate Vice President should be prepared to make a recommendation to the Council regarding the OAA's participation. In doing so, the following criteria should be addressed and included with the recommendation to Council:

1. Is this opportunity consistent with the OAA's Mandate?

As a measure of good governance, it is important that the OAA, as the architectural regulator whose primary mandate to protect the public interest, is participating with organizations that are not completely focused on their own self-interest or that of their members.

2. What are the goals and objectives of the OAA's involvement?

There needs to be a clear articulation of what the purpose of the OAA's involvement is, including goals and objectives that can be evaluated.

3. Is there a clear understanding of the legal status, if any, of the outside group or organization?

Again, as a measure of good governance, there needs to be a clear understanding of the legal status of the organization, and how or if that would extend to the OAA. If there is legal standing, what are the legal obligations and responsibilities imposed on the OAA? How does the OAA terminate its involvement if necessary?

4. What is the extent of liability and/or risk exposure to the OAA?

As a corporate entity that is established under the Architects Act, with Directors and Officers it is important to understand what the risk exposure attached to the OAA's involvement. It is a requirement of the OAA's insurers to be made aware where OAA staff and/or volunteer is serving on an outside organization's board of directors.

5. What are the staff and/or volunteer resources required?

A clear understanding of the time commitment involved should be provided to Council. It is important to understand whether the OAA can in fact accommodate the time involved. It will also be critical that the representative has a clear understanding of their role and how they are representing the OAA and the profession. If an official position is requested from the OAA, Council approval is required.

6. What are the financial resources required?

Is there a financial cost to the OAA's participation? If so, is there an annual cost to participation? Who is responsible for paying volunteer/staff participation expenses?

7. Does the OAA have direct participation and if so, how are representatives chosen and terms established.

Where the opportunity includes the identification and involvement of a representative of the OAA, making a decision to become involved needs to include a clear process for who the representatives should be, how they will be chosen, what the term of involvement is, and the mechanism for reporting back to Council.

