

**CANADIAN NURSES PROTECTIVE SOCIETY
BOARD OF DIRECTORS POLICY**

Terms of Reference of the Assistance Review Committee

Mandate

Where the amount of legal assistance sought is unlikely to exceed \$3 million, to make decisions relating to a beneficiary's request for assistance upon impartial consideration of the request, including but not limited to, consideration of information from the beneficiary, the beneficiary's legal counsel (where provided), the CNPS Chief Executive Officer, CNPS Legal Advisors and external legal counsel (as required), in accordance with the CNPS Assistance Guidelines.

Composition

Each CNPS Member will appoint two of its individual members to serve on the Assistance Review Committee on an ad hoc basis. The CNPS Chief Executive Officer will select a panel of four (4) from this group to adjudicate each request for assistance, such selection to reflect consideration of regional representation, professional practice areas and the Conflict of Interest Code.

A Chairman will be elected by the 4-member panel from among themselves each time the panel is convened. The chairman will not vote but will monitor and facilitate group process, determine when consensus has been reached and advise staff accordingly.

A quorum shall be three (3).

All expenses arising out of the role of an Assistance Review Committee member shall be assumed by CNPS.

Terms of Reference

1. To receive information from the CNPS Legal Advisor and all other relevant sources and to consider the beneficiary's request for assistance in an impartial manner in light of the information provided;
2. To utilize the services of additional consultants on an "as needs" basis, including but not limited to outside legal counsel, and to consider the reports and recommendations of such consultants when making decisions;
3. To make decisions based on the above-mentioned reports and information in accordance with the CNPS Assistance Guidelines;
4. To confirm all decisions in writing; and
5. To recommend to the Chief Executive Officer any additional terms of reference or changes to the Guidelines that would facilitate the committee's performance of its duties.
6. To participate in the orientation and review sessions held by the CNPS.