



## **SDA Committee: Professional Conduct**

### **As laid out in the bylaws, the Professional Conduct Committee is responsible for:**

- a) review complaints of professional misconduct or professional incompetence of members,
- b) investigate the complaint
- c) make recommendations of whether the complaint should be moved to the discipline committee

### **What type of things does the Professional Conduct Committee members do?**

The professional conduct committee would be called to action if SDA received a complaint against one of its members. The Registrar would forward the complaint to the chair of the Professional Conduct Committee who would then convene the group. The group, along with the SDA lawyer, would develop a plan for the investigation of the complaint.

As there have typically not been a lot of complaints registered with SDA, the committee spends much of its time training and/or developing the appropriate policies and procedures. In the past they have also done a couple of “mock” complaints to test the processes.

The committee typically meets once a year in person to do training. Teleconferences are called as needed. If the committee was called into action the meetings would likely be a combination of in person and teleconferences.

### **Estimated number of hours: 4-8 hours/year**

The time commitment is highly variable as it depends on the number of complaints received.