

## **Committee Membership, Chair, Vice-chair**

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**Authority:**

HPA, section 19(1); CDBC Bylaws, sections 1 and 14-19.

**Background:**

The Board of Directors established a process for recruiting and appointing Committee members, and Committee Chairs and Vice-chairs.

**Policy:**

Registrant recruitment:

1. In accordance with the required composition outlined in the Bylaw, a notice of Committee interest is published by the College at least three months before the end of Committee terms.
2. To be eligible for a Committee appointment, registrants must:
  - hold Full or non-practicing Registration in good standing;
  - have relevant practice experience and competencies;
  - submit a resume and letter of interest
  - name the Committee(s) they are most interested in (if applicable); and
  - not be in a conflict of interest with the College's mandate and functions.

Public representative recruitment:

3. Public representatives who are not members of the Board are recruited by current Board and Committee members, registrants or College staff. Applications may be sent through email directly to the Registrar or Deputy Registrar.
4. To be eligible for a Committee appointment, Public representatives must:
  - not be a current or former dietitian and not have a close family or business relationship with a registrant or former registrant (CDBC bylaws, s. 1, Definition: "public representative");
  - submit a resume;
  - outline in writing, why they are interested in participating in Committee work and;
  - not be in a conflict of interest with the College's mandate and functions.

Committee's new applicant/application review process:

5. A Committee applicant who has submitted the required application documents is interviewed by the Registrar or Deputy Registrar, by email, telephone or in-person.

6. Applicants are invited to attend a Committee meeting as an observer to assess mutual interest and suitability, if needed. If the applicant chooses to attend, his/her application documentation is circulated to Committee members prior to the meeting.

Reappointment process:

7. During the last Committee meeting prior to the March 31 year end, "Committee Membership/Terms" are added to the Committee's agenda for discussion and decision. Committee members are informed of their term completion date. If additional terms are possible under the bylaws, members are asked about their interest in being reappointed, advised of the reappointment process. The Board decision for reappointment is based on the need for regular membership turnover, the current and upcoming work of the Committee and Committee member expertise.
8. To apply for reappointment to their current or a different Committee, all Committee members must submit their interest by email to the Registrar. The Registrar will consult and discuss reappointment applications with College staff and Committees, if needed.

Board appointment process:

9. The Registrar or Deputy Registrar circulates the applicant's resume to the Committee for review and discussion.
10. Committee members recommend new appointments to the Board, considering attributes of continuing members and those of new applicants and re-appointed members. The Committee also notes any preferences that are incongruent with the legislation and/or Committee's Terms of Reference, such as a preference for more or fewer members.

When reappointing/appointing members to Committees, the Board must meet the Committee membership requirements outlined in the bylaws (s. 14(2)-(5)): Committee membership as a whole is considered including, but not limited to, factors such as:

- geographic regions,
  - registrants' scope of practice areas,
  - registrant' work experience, including areas of expertise, past and current participation on Boards, Councils and Committees,
  - diversity of opinions yet overall cohesiveness of the Committee, and
  - expressed interest in a Committee (where applicable).
11. The Board decides to reappoint, not reappoint, transfer Committee members to another Committee or appoint new members. Appointments are made prior to March 31 of each year.
  12. The Registrar or College staff inform applicants of the Board's decision. Committee members' appointments are confirmed in writing, and a copy of the Board policy Bd-12: "Board and Committee Members' Code of Conduct" is attached with the request to sign and return to the College.

Removal of Committee members:

13. In accordance with bylaw 14(8), a Committee member may be removed prior to the end of a term by a majority vote of the Board. Reasons for removal are forwarded to the Board by the Registrar at the request of the Committee Chair. The Board discusses the request at their next meeting and

pass a resolution to approve or deny the request, with reasons. These are forwarded to the Committee Chair and the Committee members.

Committee Chairs and Vice-chairs:

14. In accordance with bylaw 14(4), the Board must appoint a Committee Chair and Vice-chair from the members of the Committee. Terms are for one year. During the last Committee meeting prior to March 31, the Registrar or Deputy Registrar asks the current Chair and Vice-chair their interest in continuing with their position and polls the Committee membership to determine new interest in the Chair/Vice-chair positions. The Committee discusses the positions and may pass a resolution recommending a Chair and Vice-chair to the Board for approval.
15. The Board may appoint Committee members who have not indicated interest in the Chair or Vice-chair positions to the positions, pending the member's acceptance.