

Committee Appointments

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Authority:

Bylaws, sections 13 to 18

Background:

Appointments are made by the Board to College committees based on the structure outlined in the bylaws and published criteria.

Policy:

Recruitment:

A notice of committee interest is published in the College newsletter at least three months before the end of committee terms.

In order to be eligible for a committee appointment, **registrants** must:

- hold full registration in good standing with the CDBC;
- submit a resume; and
- outline in writing, why they are interested in participating in committee work.
- In addition, three to six years practice experience.

Public representatives who are not members of the Board are recruited by current Board and committee members, registrants or the Registrar. Applications may be sent directly to the Registrar or Chair of the Board. In order to be eligible for a committee appointment, **community public representatives** must:

- “not be a current or former dietitian”;
- “not have a close family or business relationship with a registrant or former registrant”;
- submit a resume; and
- outline in writing, why they are interested in participating in committee work.

Appointment by the Board

When appointing members to committees, the Board must meet the committee membership structure requirements outlined in the bylaws: "at least two (2) public representatives, at least one (1) of whom must be an appointed board member, one elected board member and two registrants," maintaining the government's principle of one-third public representation. Diversity will be considered, including but not limited to:

- geographic regions;
- registrants' scope of practice areas;

- areas of expertise, which may include past and current participation on boards, councils and committees, and
- expressed interest in a particular committee.

The Registrar confirms committee appointments in writing, enclosing a copy of the Board policy entitled: “Board and Committee Members’ Code of Conduct” and requesting the signed Code of Conduct Declaration be returned to office within two weeks of the beginning of the member’s term.

Reappointment

During the last committee meeting prior to the March 31 completion of their term, committee members are informed of the pending term end and, if additional terms are possible under the bylaws, advised of the reappointment process. “Committee membership” is added to the committee’s agenda, membership is discussed, and a resolution is passed recommending to the Board membership for the upcoming year.

The following reappointment process is followed:

- registrant and community public representatives are asked to write to the Board, outlining why they would like to continue on the committee or if they would like to be appointed to a new committee;
- the Registrar forwards the committee’s membership resolution to the Board, including appointment term(s) and a meeting attendance report;
- Committee Chairs and/or Vice-chairs who are attending the Board meeting answer questions from the Board regarding the committee’s membership recommendations.
- the Board considers all available information and makes a decision to reappoint, not reappoint or transfer committee members to another committee; and
- the Registrar informs committee members in writing of the Board’s decision,

Removal

- In accordance with bylaw 13(2), a committee member may be removed prior to the end of a term by a majority vote of the Board.

Committee Chairs and Vice-chairs

In accordance with bylaw 13(3), the Board must designate a committee Chair and Vice-chair from among the members of the committee. During the last committee meeting prior to the March 31 end of their term, the Board Chair and/or Registrar polls the committee membership to determine their interest in being Chair or Vice-chair. Terms are for one year. The committee passes a resolution recommending a Chair and Vice-chair to the Board for approval.

The Board may appoint a committee member who has not indicated interest in the Chair or Vice-chair positions to one of the positions, pending the member’s acceptance.