

Policy Number: 2.3

Effective Date: Dec 10, 2007

Category: Council Governance

Date of Last Amendment: Jan 10, 2022

SUBJECT: Council Recruitment and Selection

POLICY: The registered members of the COA Council of Directors will be appointed by the Council based on recommendation from the Governance and Audit Committee. This policy applies only to registered members as public members are appointed by the Minister of Health.

A. Competency- and Values-Based Selection of Council Members

1. The COA Council will approve a composition matrix outlining the attributes required for effective governance of the organization. This matrix will be reviewed annually to ensure it continues to reflect the needs of the organization.
2. The Governance and Audit Committee will select nominees for Council appointment based on the composition matrix.
3. The Governance and Audit Committee may establish a sub-committee for the purpose of reviewing nominations. The sub-committee will be comprised of public members. The composition matrix will be published for registrants as part of the recruitment process.
4. Council nominees will be required to submit a resume or statement of interest and two letters of reference for assessment by the Governance and Audit Committee.

B. Commitment to Diversity and Inclusion

1. When recruiting for new Council members, the COA will communicate its commitment to diversity and inclusion by publishing its anti-bias/anti-discrimination statement (see Policy 4.5) in all recruitment materials.

2. When reviewing nominations for Council, the Governance and Audit Committee will avoid bias and discrimination in the selection process through a blind review of candidates and an objective assessment of candidate qualifications against the approved composition matrix.
3. The Governance and Audit Committee will periodically review the recruitment and selection process to identify any potential issues and make recommendations to Council for improvements as needed.

C. Mid-Term Replacement of Council Members

1. The Council may appoint new directors mid-term to fill vacant registered member positions left by past Council members.
2. The selection process will adhere to the requirements set out in sections A and B of this policy.

AMENDMENTS: Jan 11/21: Housekeeping changes.

Jan 10/22: Bill 46 changes.