



## Council Nomination Package

### Overview

Registered Opticians (RO) and Registered Contact Lens Practitioners (RCLP) may apply to serve on the Council of the College of Opticians of Alberta (COA) by submitting a nomination package for review by the Governance and Audit Committee. Nominees are reviewed and approved by the Council in accordance with the COA Bylaws and the COA Council Recruitment policy.

The Council of Directors governs the COA. Council members include RO and RCLP members appointed by the COA Council and Public Members appointed by the Minister of Health. The Council is responsible for setting the governing policies and strategic direction of the COA, monitoring the fiscal health of the organization, and ensuring the College meets its mandated obligations under legislation and regulations.

### Diversity Commitment

The COA and its Council believe diverse representation on the Council is essential for effective governance and welcome applications from all interested practicing registrants in good standing with a commitment to diversity. The COA does not and shall not discriminate based on any protected grounds in its activities or operations.

### Nomination Form

A nomination form is provided in this package for registrants of the COA who are interested in serving the Council of Directors. When positions become available for appointments, the COA will notify registrants and issue a call for nominations for appointments to the Council.

### Eligibility

- Nominees must be practicing members in good standing for a minimum of one year.
- Nominees must provide a completed [Nomination Form](#) and [Statement of Interest](#).

### Requirements and Benefits

The COA understands registrant time is valuable and wants to ensure nominees understand the requirements and benefits associated with serving on the Council:

- The COA offers per-diem payments to all Council members for contributing their time to the work of the COA. This includes:
  - Payment for all council and committee meeting attendance
  - Payment for any required training
  - Mileage for travel and paid accommodation for in-person meetings
  - Reimbursement of registration fees.

| Teleconference         | In-Person/Virtual        | Strategic Planning  |
|------------------------|--------------------------|---------------------|
| 0-30 Minutes / \$25.00 | Under 4 Hours / \$115.00 | Friday / \$115.00   |
| 1-1.5 Hours / \$50.00  | 4-8 Hours / \$191.00     | Saturday / \$306.00 |
| 2-3 Hours / \$100.00   | Over 8 Hours / \$30.00   | Sunday / \$191.00   |



- **Time Commitment:** Council members commit to attending a minimum of 5 meetings per year. Meetings are scheduled one year in advance and are typically held on weekends in January, March, May, June, and October. Council meetings are in-person at the Edmonton office or at a meeting location in Calgary, with an option to join virtually for those members who are unable to travel.
- **Committee Work:** Council members also commit to serving on one of the Council's sub-committees, the Governance and Audit Committee or Registration and Competence Committee. Committee meetings are held virtually and are scheduled for 1-2 hours approximately two weeks prior to each Council meeting in March, June, September, and December.
- **Training and CPP:** Council members commit to completing a variety of complimentary training in areas such as board governance, respect in the workplace, gender-based analysis, and trauma-informed training for regulatory colleges. Council members receive a per-diem payment for all training time. Council members may use this training, as well as their service on Council, towards their Continuing Competence Program (CPP) learning goals.
- **Meeting Preparation and Communications:** Council members commit to reviewing all agenda materials in advance to ensure they are prepared for discussions at the meetings. Council members also commit to responding to action-required emails and e-votes that periodically occur between scheduled meetings.



## Nomination Form

### Submission Requirements

Regulated Members who are applying to be included on the slate of candidates for appointments to the Council are asked to provide the following:

- A completed Nomination Form, and
- A completed [Statement of Interest](#).

*Please note that the submission of an application does not guarantee placement on the slate of candidates for appointment to the Council. Only those candidates meeting the requirements for a position on Council will be reviewed by the Governance and Audit Committee.*

### Nominee Information

| First Name | Last Name |
|------------|-----------|
|            |           |

| License No. | Phone No. | Email Address |
|-------------|-----------|---------------|
|             |           |               |

### Nominee Declarations and Consent

- I, the undersigned, being a regulated member in good standing with the College of Opticians of Alberta (COA), hereby put my name forward for nomination to the COA Council of Directors.*
- I consent to the review of the information I supply with my nomination package by COA staff and the Governance and Audit Committee.*
- I am aware of the requirements of the Council position and, if appointed, will adhere to these requirements and related policies as established by the Council of Directors.*
- I will make myself available for Council orientation and onboarding activities and will attend scheduled Council and committee meetings.*

|  |  |
|--|--|
|  |  |
|--|--|

Nominee signature Date

**Submission Closing Date:** April 30, 2026

**Send Submissions to:** [operations@albertaopticians.ca](mailto:operations@albertaopticians.ca)



## Nominee Profile and Statement of Interest

Nominees are asked to provide information highlighting their experience, knowledge, and motivation for joining the Council.

### **Nominee Summary**

*Please include a summary describing who you are so the Governance and Audit Committee can get to know you as a nominee.*

### **Statement of Interest**

*Please describe your motivation for wanting to serve on the Council and your interest in supporting the COA's mandate to protect and serve the public interest.*

### **Professional Knowledge and Experience**

*What experience and knowledge do you bring to Council? Please summarize your education/training and work experience.*

### **Previous Board Experience**

*Do you have previous board or committee experience? Have you ever been removed as a member of a committee or board?*

### **Training and Development**

*What areas do you anticipate that you will need to develop further or that will be a challenge in the role of Director of Council? What support do you anticipate when transitioning into the role?*



COLLEGE OF OPTICIANS  
OF ALBERTA

**Nominee Attributes**

The COA strives to collectively demonstrate attributes that support the effective governance of the organization. Please select the **top three** attributes that match your interest areas, skills or experience:

- |   |  |
|---|--|
| <input type="checkbox"/> Cultural Safety and Humility     | <input type="checkbox"/> Business Acumen                       |
| <input type="checkbox"/> Financial Literacy and Oversight | <input type="checkbox"/> Change Leadership and Innovation      |
| <input type="checkbox"/> Leadership and Governance        | <input type="checkbox"/> Government and Public Relations       |
| <input type="checkbox"/> Health Professions Regulation    | <input type="checkbox"/> Legal and Regulatory Expertise        |
| <input type="checkbox"/> Interpersonal Communication      | <input type="checkbox"/> Quality Assurance and Risk Management |
| <input type="checkbox"/> Organizational Decision Making   | <input type="checkbox"/> Technological Competence              |

Describe how these attributes match your interests, skills, or experience:

**Nominee Values**

The COA strives to collectively embody values that align with the purpose of a regulatory college. Please select the **top three** values that are most important to you:

- |   |   |
|---|---|
| <input type="checkbox"/> Accountability         | <input type="checkbox"/> Fairness       |
| <input type="checkbox"/> Collaboration          | <input type="checkbox"/> Humility       |
| <input type="checkbox"/> Compassion             | <input type="checkbox"/> Inclusivity    |
| <input type="checkbox"/> Diversity              | <input type="checkbox"/> Openness       |
| <input type="checkbox"/> Effectiveness          | <input type="checkbox"/> Public Service |
| <input type="checkbox"/> Ethical Practice       | <input type="checkbox"/> Respect        |
| <input type="checkbox"/> Emotional Intelligence | <input type="checkbox"/> Transparency   |

Explain why these values are important to you: