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Appointments Committee Terms of Reference

Appointments Committee

Terms of Reference

Mandate

The Appointments Committee determines the required knowledge, skills, expertise and diversity required on CDSBC's committees and fills any vacancies on the Board and committees. The goal of the committee is to recommend members with the required skills, knowledge and experience to make decision-making at the College more streamlined and effective.

Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- 1 public member
- 1 board member

At least 1/3 of the total membership must consist of public members. CDSBC Board members cannot be a member of the Appointments Committee.

Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the Appointments Committee:

Assessments Experience assessing performance or facilitating assessments or inspections to determine if requirements have been met.	Human Resource experience Knowledge or expertise in strategic human resource management, specifically workforce planning, recruitment and hiring.
Governance Expertise Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the Board.	Systems Perspective Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.
Innovation Experience developing teams, environments and processes that employ new and creative thinking.	

Authority

In accordance with section 19(t) of the *Act*, the Board has the power to establish committees it determines are necessary or advisable. The Appointments Committee was established under this provision and therefore gets its authority from the Board. The Appointments Committee is a Board committee and cannot make decisions independent of the Board.

Duties and Responsibilities

In accordance with bylaw 4.13, the Appointments Committee

- (a) reviews the composition of each committee listed in section 4.01(1) and makes recommendations to the Board for amendment of same,
- (b) works with the Registrar and committee chairs to identify the competency needs of each committee,
- (c) works with the Registrar to identify and oversee recruitment of candidates for committee membership,
- (d) works with the Registrar to identify the competencies necessary for committee chairs,
- (e) if, before the close of nominations for a Board election under section 2.05, no one is nominated as a candidate for a Board member position to be filled in that election, recruits a registrant or certified dental assistant eligible under sections 2.01 and 2.02 to be elected to that position, and recommends that registrant or certified dental assistant to the Board for appointment under section 2.10,
- (f) reviews requests under section 2.02(3) from persons seeking to be deemed eligible to be elected in a Board election, and
- (g) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

Current Activities:

In addition to the duties and responsibilities above, the Appointments Committee will be working on the following during the next committee term:

- developing a process for committees to determine the competencies required on each committee and working group;
- assisting the Standards and Guidance Committee in establishing working groups to develop each of the standards documents.

Meetings and expectations

The committee meets **3-4** times per year, but may meet more often if necessary.

Committee meetings are usually 2-4 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

Expectations:

In addition to the expectations for all committee members, members of the Appointments Committee are expected to:

- To review committee member applications
- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)