

Appointments Committee – Terms of Reference

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| Policy Section: Governance Process | Policy Number: GP-4.1 | Approved By: Council |
| Regular Council Policy Review Frequency: Every five years | Date Approved: August 24, 2001 | Date Reviewed/Revised: December 6, 2019 |

Mandate/Purpose:

The Appointments Committee is a Council committee with the purpose of recommending to Council appointments for Council, Council Committees, and Statutory Committees. The Council, partly through work of this Committee, aims to have a diverse and inclusive membership on Council and Council and Statutory Committees.

Specifically, this committee recommends appointments for:

1. All CRNM public representatives to serve on the Council in accordance with *The Regulated Health Professions Act* and the Criteria for Appointment of Public Representatives (see Appendix A), and
2. Qualified candidates to serve on Council Committees and Statutory Committees.

Note: There are two public member appointments made to Council by the Agencies, Boards and Commissions office of government.

Responsibilities and Products:

The committee is responsible for, but not limited to:

1. Ensuring an appropriate request for candidates is circulated to appropriate audiences when vacancies at Council, Council Committees, and Statutory Committees occur.
2. Reviewing and evaluating candidate applications/nominations for positions and determining if the candidates have the suitable skills, knowledge, and experience in order to serve effectively.
3. Recommending specific nominations to Council for approval.
4. Periodically reviewing the process to recruit nominees for the positions available to ensure inclusive and transparent processes.
5. Proposing to the Governance Committee (through its Nominations Sub-Committee), for their review and input, any appropriate updates to the criteria for Council Member recruitment as outlined in the Council Recruitment and Nominations Policy GP-24.

Note: Non-Council Members, can seek information from the College website regarding upcoming or open positions for Council, Council Committees, and Statutory Committees. The website addresses the process and who to contact at the College should a Non-Council Member be interested in standing for a nomination for such a position.

Composition (Positions):

The Appointments Committee will be comprised of:

1. Three members of the Council, at least one-third of whom shall be public representatives.

The members of the Committee shall appoint from the Committee a member to be Chair.

Quorum:

Quorum for the Committee shall be two out of three Committee Members; one of whom needs to be a public member.

Term:

1. Members of the committee shall be appointed for a three-year term. No more than two consecutive terms are permitted.
2. The term for members of the Committee shall cease upon ceasing to be a member of the Council.

Authority and Reporting:

This committee reports to Council and makes recommended nominations to the full Council.

Meeting Schedule:

Meetings will be held as necessary at each meeting of the Council and at the call of the Chair.

Staff Support:

The Appointments Committee is supported by the Senior Consultant, Governance and Public Initiatives and other Directors as needed.

APPENDIX 1

CRITERIA FOR APPOINTMENT OF PUBLIC REPRESENTATIVES

The Council recognizes that in order to fulfil its legislated mandate and governance commitment, it is necessary and useful to include qualified public representatives on the Council.

All candidates for appointment as public representatives to Council or Committees shall meet the following criteria:

- a. are not and never have been registered under *The Regulated Health Professions Act*;
- b. are not members of a health profession regulated by an act of the legislature for which the Minister of Health has statutory responsibility;
- c. have an interest in health regulation and are informed on health regulatory matters generally;
- d. have time to devote to the role;
- e. must submit a criminal record check including a current (6 months) vulnerable sector check.

In addition, all candidates for appointment as public representatives to Council must also have volunteer or work experience that demonstrates acting in the public interest or the public good.

The term of office for a public representative shall be three years and may be renewed for one additional term.