



# Appointment to the Council and Regulatory Committees Procedure

## 1. Introduction

The College of Acupuncturists of Alberta's (the College) Council consists of eight (8) members, including the Chair. The Council includes up to four (4) individuals appointed through a recruitment process of its regulated members, and four (4) individuals appointed by the Government of Alberta.

Council members generally hold office for three-year terms and may not hold office for more than six (6) consecutive years.

The College's Regulatory Committees consist of no less than three (3) members to a maximum of eight (8) members. Regulatory Committee members are appointed through a recruitment process of its regulated members.

Regulatory Committee members may hold office for a maximum of two (2) consecutive terms of three (3) years, for a limit of six (6) consecutive years, on the same regulatory committee.

- 1.1 Appointments to the College's Council and regulatory committees should follow these relevant principles, as far as is practical and reasonable:
  - 1.1.1 Selflessness: those making appointments should act solely in the public interest.
  - 1.1.2 Integrity: those making appointments should not take decisions that might lead to financial gain or other material benefits for themselves, family, or their friends; interests and relationships should be declared. Council members and committee members are required to acknowledge and comply with the College's Code of Conduct policy and procedures.
  - 1.1.3 Openness: the appointment process should be open and transparent.
  - 1.1.4 Diversity: appointments should reflect the diversity of the society in which we live, and appointments should be made taking into account the need to include a balance of skills and backgrounds.
  - 1.1.5 Fairness: selection processes should be fair and impartial, and each candidate must be assessed against the same criteria for the role in question.
- 1.2 In addition, Sections 9 and 10 of the Health Professions Act (HPA) apply to the Registration Committee and Competence Committee, respectively.
- 1.3 Former Council members who served on Council in the immediately preceding term are not eligible for appointment to the College's regulatory committees. They may apply for an appointment at the conclusion of 12 months from the expiry of their Council position.



- 1.4 Regulatory committee members who served on a regulatory committee in the immediately preceding term are not eligible for appointment to another College regulatory committee. They may apply for an appointment at the conclusion of 12 months from the expiry of their regulatory committee position.
- 1.5 To encourage the broadest degree of involvement, no regulated member or member of the public shall serve concurrently on more than one regulatory committee.
- 1.6 Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may apply for a subsequent term. However, recognizing the importance of engaging as many persons as possible and infusing innovative ideas and perspectives from time to time, a limit has been set on length of service.
- 1.7 To achieve organizational continuity and memory, and to distribute appointments evenly, terms of office for all regulatory committees may be staggered.

## 2. Purpose

The purpose of this procedure is to describe the actions for the recruitment, appointment, and reappointment of individuals to the Council and the College's Regulatory Committees from its regulated members.

## 3. Definitions

None

## 4. Appointment to the Council

The Council will oversee and manage the appointment of four (4) registered members to the Council as follows:

### 4.1 General

- 4.1.1 The Council Governance and Nominating Committee (GNC) will:
  - 4.1.1.1 define and maintain a competency matrix for Council members (Appendix A); and
  - 4.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a Council member.
- 4.1.2 The Governance and Nominating Committee will recommend for approval to the Council all competency profiles for recruitment of Council members.
- 4.1.3 The Council approves all recruitment competency profiles.

## **4.2 Appointment to the Council**

- 4.2.1 The Executive Director/Registrar (ED/Registrar) will solicit volunteers from other regulatory Colleges to form the Appointment Review Committee that will oversee the appointment to the Council based on the approved member competency profiles. The Appointment Review Committee will have no less than three (3) members.
- 4.2.1.1 The ED/Registrar will ensure that the recruitment process for regulated members is accessible to all members through the public posting of Council vacancies through any means deemed appropriate.
- 4.2.1.2 Individuals who apply for appointment to the Council, or who are nominated for appointment, are required to submit a Curriculum Vitae (Resume) along with an application describing how they meet the requirements set out in the recruitment competency profile and how they will contribute to the development and achievement of the College's goals and objectives.
- 4.2.2 The Appointment Review Committee will assess candidates based on the competency matrix and send their top recommendations for appointment to the GNC for review.
- 4.2.3 The GNC may interview potential candidates for suitability.
- 4.2.4 The GNC makes a recommendation of the top candidates to the Council for consideration.
- 4.2.5 The Council considers recommendations and may approve the appointment of individuals to the Council.
- 4.2.6 The Council Chair will inform the successful individuals of their appointment to the Council.

## **4.3 Reappointment to the Council**

- 4.3.1 The Chair of the GNC will, at least four months prior to the expiry of a Council member's term of office, and subject to qualifying for reappointment and a positive assessment of the member's performance, confirm that the member wishes to continue to serve as a director.
- 4.3.1.1 Where the Council member whose term is to expire is the Chair of the GNC, the Council Chair will contact this Council member to confirm that the member wishes to continue to serve as a director.
- 4.3.2 Where the member wishes to continue to serve as a director, the Chair of the GNC or the Council Chair, as appropriate, will recommend reappointment of the member to the Council.
- 4.3.3 The Council considers recommendations and may approve the reappointment of individuals to the Council.
- 4.3.4 The Council Chair will inform the successful individuals of their reappointment to the Council.

## 5. Appointment to Regulatory Committees

### 5.1 General:

5.1.1 The Council Governance and Nomination Committee (GNC) will:

5.1.1.1 define and maintain a competency matrix for regulatory committee members (Appendix A);  
and

5.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a regulatory committee member.

5.2 The GNC will recommend for approval to the Council all competency profiles for recruitment of Committee members.

5.2.1 The Council approves all recruitment competency profiles.

5.3 The GNC may interview potential candidates for suitability.

5.3.1 The GNC makes a recommendation of the top candidates to the Council for consideration.

5.3.2 The Council considers recommendations and may approve the appointment of individuals to the regulatory committees.

5.3.3 The Council Chair will inform the successful individuals of their appointment to the regulatory committee.

## 6. Administration of Appointments

### 6.1 Recruitment Advertising

6.1.1 All vacant positions will be publicly advertised on the College's website, and any other electronic communication platforms in use by the College.

6.1.2 The following information should be available on the College website:

6.1.2.1 Council or Regulatory Committee description, meeting expectations and responsibilities;

6.1.2.2 Eligibility criteria and term of appointment;

6.1.2.3 Role description and competency matrix for the committee and applicants;

6.1.2.4 Application form; and

6.1.2.5 Regulatory member's participation agreement.

6.1.3 Where possible, the proposed interview date and other key dates (such as the regulatory committee meetings) should be included in the recruitment information.

## **6.2 Role Descriptions and Competency Matrix Specifications**

- 6.2.1 A role description lists the purpose, tasks, and responsibilities of the role. A competency matrix describes the requirements against which applicants will be assessed to determine their suitability for the role. The competency matrix must be attached to all role descriptions outlining the essential and desirable criteria the successful candidate needs to meet.
- 6.2.2 Current regulatory committee members shall be asked to complete the competency matrix such that a complete committee skills competencies list is compiled in order to assist the Appointments Committee in assessing the necessary skills gap it is looking new applicants to fill.
- 6.2.3 To enable the College to achieve its objectives for access, equity, and diversity, and to assist the College in its efforts to appoint a Council or regulatory committee that collectively reflect the diversity of the community, applicants are encouraged, but not required to, include self-identified information in their applications.
- 6.2.4 The application will include a self-identification section where applicants can provide information about their gender, age group, Aboriginal status, racial group, disability status, and sexual orientation.

## **6.3 Applications**

- 6.3.1 Applications for Council or regulatory committee member roles must include:
  - 6.3.1.1 A completed application form;
  - 6.3.1.2 A cover letter explaining how they meet the criteria in the competency matrix and their motivation for applying for the role (maximum two pages);
  - 6.3.1.3 A completed regulatory member's application; and
  - 6.3.1.4 The names and contact details of two references.
- 6.3.2 The closing time for applications will be midnight on the closing date. Late applications will not be considered unless an extension to the closing date has been previously agreed.
- 6.3.3 Applicants should receive an email to confirm receipt of their application.

## **6.4 Screening for Eligibility and Shortlisting**

- 6.4.1 For Council appointments, the Appointments Committee will review all applications and identify those applicants that are ineligible for appointment either because they have not met the eligibility criteria or because their application is late. They will also identify which applications are incomplete and whether an applicant is a current incumbent and, if so, their length of service.
- 6.4.2 The Appointments Committee will then prepare a summary of each eligible applicant for Council applicants for the Appointments Committee that shows:
  - 6.4.2.1 Name;

- 6.4.2.2 Whether eligible and reason if not eligible (e.g., late application, etc.) and whether the application is complete;
  - 6.4.2.3 The applicant's home community;
  - 6.4.2.4 Whether a current incumbent and, if so, length of service;
  - 6.4.2.5 Which qualifications are sufficiently demonstrated in the application;
  - 6.4.2.6 Applicants sorted in tiers ranked from most to least qualified according to the competencies identified in the competency matrix;
  - 6.4.2.7 Diversity information as disclosed by the applicant;
  - 6.4.2.8 Potential conflicts of interest as disclosed by the applicant; and
  - 6.4.2.9 Notes on the staff's identification of any areas of concern that may include eligibility, disciplinary record, potential conflicts of interest, or other policy issues.
- 6.4.3 When shortlisting the potential candidates, the Appointments Committee must examine each application against the selection criteria outlined in the competency matrix specification and apply the criteria consistently to all candidates on the basis of the information given in their application. Under no circumstances should the selection criteria (detailed in the person specification) be changed during shortlisting.
- 6.4.4 When shortlisting, the Appointments Committee should score candidates between 0 and 3, with 3 being the highest score for full compliance with the criteria and 0 being noncompliant.
- 6.4.5 The Appointments Committee should also consider whether any declared interests could disqualify the candidate from appointment.
- 6.4.6 Shortlisted applicants will be those who appear, from their application, to meet the criteria most fully in the competency matrix. If there are a large number of applicants who meet the essential criteria, the desirable criteria may be used to determine the final shortlist (if such criteria were included in the person specification).
- 6.4.7 The reason for a decision not to shortlist candidates must be clearly recorded.
- 6.4.8 Due to the volume of applications received it may not be possible to provide feedback to applicants who are not shortlisted for interview.
- 6.4.9 Section 6.4.1 through 6.4.8 will be completed by the GNC for the purposes of reviewing potential Regulatory Committee members.

## **6.5 References**

- 6.5.1 If shortlisted for an appointment, the Appointments Committee or the GNC shall conduct the reference checks.

- 6.5.2 Consultations with an applicant's references should be confidential. This is something that the reference will be advised of as well. An individual's reference will be limited to the applicant's suitability for a position on the committee. These references will be asked to complete a questionnaire concerning the individual and their perspective on the applicant's skills as it relates to the competency matrix the applicant completed. The questionnaire is sent out in electronic form so that the applicant's references can fill it out easily and conveniently.

## **6.6 Appointing Council Members and Regulatory Committee Members**

- 6.6.1 The Appointments Committee shall recommend the candidate(s) for appointment who score highest against the criteria in the person specification, striving to achieve a balance of:
- 6.6.1.1 Qualified applicants covering the range of qualifications specified for the Council;
  - 6.6.1.2 Experienced and new members;
  - 6.6.1.3 Geographic representation; and
  - 6.6.1.4 Representation of the diversity and demographics of the community including age, gender, sexual orientation, Aboriginal status, race, and disability.
  - 6.6.1.5 And take account of the balance of skills and experience on the regulatory committee and the candidate's declared interests. The reason for the appointment panel's decisions must be clearly recorded, particularly if it is not proposed to appoint the highest scoring candidate.
- 6.6.2 The Appointments Committee shall recommend to the Council people to fill vacant position(s).
- 6.6.2.1 Sections 6.6.1 through 6.6.3 will be completed by the GNC to recommend person(s) to fill vacant position(s) on regulatory committees.

## **7. Authority**

This policy is established under the authority of Section 5(2) of the Act and Article 8.4 of the College bylaws.

## **8. Scope**

This policy applies to all Council and regulatory committee members of the College.

## **9. Related Policies and Procedures**

- G 1.0 Appointment to the Council Policy
- G.1.1 Code of Conduct and Ethics Policy
- G.1.1.1 Code of Conduct Declaration Procedure
- G.1.1.2 Conflict of Interest Declaration Procedure

- G.1.1.3 Code of Conduct Violation Procedure

## 10. Version History

Date	Notes
September 14, 2022	New procedure



## Appendix A - Council and Regulatory Committee Descriptions

### Council

The Council is the governing body of the College of Acupuncturists of Alberta (College). Under Section 6 of the *Health Professions Act* (HPA), the Council manages and conducts the activities of the College; exercises the rights, powers, and privileges of and carries out the duties of the College in the name of, and on behalf of the College; and carries out the powers and duties of the Council under the HPA and the College's bylaws.

### Regulatory Committees

All Regulatory Committees report to the Executive Director/Registrar of the College.

#### Acupuncture Education Program Review Committee (AEPRC)

The AEPRC makes recommendations to the Executive Director/Registrar regarding potential entry to practice programs, any changes to the status of approved acupuncture education programs approved by the College, and minimum education standards and criteria for entry to practice acupuncture education programs. The AEPRC also conducts site visits of acupuncture education programs.

#### Competence Committee

The Competence Committee provides support and expertise to the College for the continued development, operation, and evaluation of the Continuing Competence Program (CCP). Committee members may also be called upon to determine whether a member has met the CCP requirements for a practice permit or complied with conditions assigned to meet CCP requirements.

#### Complaints Review Committee/Hearing Tribunal Membership List

Under section 16(1) of the HPA, the Hearings Director may establish a Hearing Tribunal or Complaints Review Committee from a membership list comprised of both regulated members appointed by the Council and public members appointed by the government. Appointed members hold hearings related to professional conduct of regulated members under the HPA. This committee also reviews and ratifies settlements under section 60 of the HPA and conducts reviews under section 68.

#### Registration and Examination Committee (REC)

The REC reviews complex applications for registration and practice permits and provide expertise, guidance, and support to the practical examination process. When reviewing registration applications, REC members review and determine if an applicant/member has met legislated requirements and whether engaging in practice may pose a risk to public safety.

The REC makes recommendations to the Executive Director/Registrar regarding the development, administration, and scoring of the Alberta Acupuncturists Registration Examinations (AARE) and acts as a consulting body to the Executive Director/Registrar in the appropriate testing of knowledge and competency of applicants for registration. REC members support the practical examination process by developing and/or improving Alberta-specific components of the AARE.