

Nomination and Appointment Committee

Terms of Reference

BCCOHP's governance structure is focused on transparent decision making in the public interest.

BCCOHP committees are accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its mandate. Committees support the Board and help the Board to meet its regulatory responsibilities.

Committee members collaborate with professional staff to meet BCCOHP's mandate.

Mandate

The Nomination and Appointment Committee determines the required knowledge, skills, expertise and diversity required on BCCOHP's committees and working groups and fills any vacancies on the Board and committees.

The goal of the committee is to make recommendations to the Board of members with the required skills, knowledge and experience to make decision-making at BCCOHP more streamlined and effective.

Composition

The committee is composed of at least 3 members. The recommended composition is:

- at least one person who is a registrant or certified dental assistant
- 1 public member

At least 1/3 of the total membership must consist of public members.

The Board appoints committee members for terms of 1 or 2 years, to a maximum of 6 consecutive years.

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Composition Matrix

BCCOHP will aim to appoint individuals with the following competencies to join the Nomination and Appointment 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 *Health Professions Act*, the Board has the power to establish committees it determines are necessary or advisable. The Nomination and Appointment Committee was established under this provision and therefore gets its authority from the Board. The Nomination and Appointment Committee is a Board committee and cannot make decisions independent of the Board.

Duties and Responsibilities

In accordance with bylaw 4.14, the Nomination and Appointment 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/CEO and committee chairs to identify the competency needs of each committee,

- (c) works with the Registrar/CEO to identify and oversee recruitment of candidates for committee membership.
- (d) works with the Registrar/CEO to identify the competencies necessary for committee chairs,
- (e) develop and recommend a competency and experience matrix for prospective candidates in the Board election.
- (f) if, before the close of nominations for a Board election under section 2.06, no one is nominated as a candidate for a Board member position to be filled in a board election, recruiting a registrant or certified dental assistant with the needed competencies eligible under registrant eligible under sections 2.02 and 2.03 to be elected to that position, and recommends that registrant or certified dental assistant to the Board for appointment under section 2.11.
- (g) reviews requests under section 2.03(3) from persons seeking to be deemed eligible to be elected in a Board election, and
- (h) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

Meetings and expectations

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

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

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy.

Expectations:

In addition to the expectations for all committee members, members of the Nomination and Appointment Committee are expected to:

- Review committee member applications
- 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