

Council Selection and Appointment Policy (2.10)

Policy:	Effective Date: Nov, 2023		
Last Review Date:	February 4, 2026	Next Review Date:	Nov, 2026
Review Frequency:	Every 3 years Gov & HR	Related Supporting Documents:	Bylaws Council Selection & Appointment Process Plan Competency Matrix

Council consists of 10 members: 5 members from the profession and 5 public members. This Policy outlines the process by which Council members and the Chair will be selected.

1. On an annual basis, the Governance & Human Resources Committee will survey Council using the **Competency Matrix** for Council. Council members ending their term will be excluded. This will identify gaps or the sought-after competencies and attributes for the coming selection year.
2. This will be widely distributed among registered members and the public seeking applications and nominations for Council membership.
3. The Gov & HR Committee will review short listed applications whose competencies and attributes have been vetted against the Competency Matrix. Interviews will be completed and references checked (See Appendix C).
4. The Committee will identify recommended applicants to Council and those not recommended be notified in a constructive manner to encourage their capacity building in relevant areas and interest in future years.
5. The Gov & HR Committee will retain the services of an external search firm to assist with recruitment if insufficient qualified candidates are identified.
6. The Committee will develop a recommendation briefing note and include the short bios of candidates to Council, with comments indicating why these candidates were deemed qualified.
7. Council will appoint the designated number of members on Council each year according to the need. The Chair of Council will inform the successful candidates.
8. Council will select its own Chair from among its members. Council will follow an accepted process for selecting the Chair, such as secret ballot voting (See Appendices A & B).
9. The Council Chair term of appointment is one-year, may be renewed each year until the individual's council term is complete.
10. Council will select its own Chair Designate from among its members.
11. The Chair Designate term of appointment is one-year, may be renewed each year until the individual's council term is complete.