

## COLLEGE BOARD INFORMATION

### What does the College Board do?

The Board is the elected and appointed body responsible for leading and guiding the College as the regulatory body for traditional Chinese medicine and acupuncture in British Columbia. It is accountable to the public and receives its authority from the *Health Professions Act* (HPA).

According to Section 16(1) of the HPA, it is the duty of a college at all times

- (a) To serve and protect the public, and
- (b) To exercise its powers and discharge its responsibilities under all enactments in the public interest.

Section 16 through section 19 of the HPA outlines the duties and objects of a college, the Oath of Office, Bylaws for a college and more.

The Board sets the strategy for the College and makes decisions to ensure that the public receives ethical, competent care from British Columbia's traditional Chinese medicine practitioners and acupuncturists.

It is important to note that accountability is different than in a membership organization. Once elected to the Board, acupuncturists and traditional Chinese medicine practitioners are not accountable to the registrants in their district, but instead, to protecting the public and to the legislation and bylaws governing the College. While a Board member does have a role in bringing regional perspectives to the Board table and in communicating Board decisions to his or her region, an elected Board member does not represent the electorate.

### The Board at a Glance

The current Board has 12 members: 6 elected acupuncturists or traditional Chinese medicine practitioners, and 6 government appointees. Each elected Board member currently serves a three-year term, commencing on the January 1<sup>st</sup> following the election.

### Why run for the Board?

Your skills, knowledge and experience are needed at the College. The success of self-regulation is due to the contribution of the many individuals who have made a commitment to the profession by volunteering to stand for election at the College.

### How much time is involved?

Being a Board member is a significant and important commitment. Board members are expected to:

- Attend four one or two-day Board meetings in the month of March, June, September and December each year (up to 8 days);
- Attend the College's Annual General Meeting (1 day);
- Participate on and/or chair College committees (up to 10 hours per month); and
- Attend conferences as a representative of the College.

This commitment means to:

- Check and respond to College emails daily;
- Prepare and review materials prior to a meeting (up to 4 hours); and
- Travel to meetings and possibly stay overnight for Board business.



## What are the expectations of a Board member?

A Board member is expected to attend the orientation for new and existing Board members. As well, Board members are encouraged to attend conferences for further education.

The College Board member's fiduciary duty to the College means that a Board member should be prepared to become very familiar with several pieces of legislation and the College's bylaws and should also be prepared to review budget proposals and financial reports and participate in strategic planning.

As we rely on electronics to conduct business with the Board and Committees, some familiarity with technology and a willingness to learn more is required. In addition, leadership abilities, strategic vision, familiarity with conducting and / or chairing meetings (and Robert's Rules of Order) would be other assets.

## What is my role as a Board member?

The *Health Professions Act* provides the legal foundation for the College's governance structure, activities and powers. The role of the Board is to provide governance and direction to the College and allow the Registrar to operationalize this guidance. Only the Registrar and the Chairperson of the Board may speak for the College. Board members communicate with the College staff through the Registrar.

As a member of the College's Board, a Board member has a fiduciary relationship with the College. As a Board member, you have a legal duty to act in what you believe to be the best interests of the College and to follow the College's legal mandate. All Board members, whether acupuncturists, traditional Chinese medicine practitioners or public members, are equal around the table and participate equally in discussion and decision-making. Likewise, they are commonly bound by statutes and the Code of Conduct.

Board members are expected to thoroughly review meeting materials and to give fair and objective hearing to differing opinions, discussing issues fully but accepting and supporting the Board's decision once it is made.

## Am I compensated for the time away from work?

Board and Committee members receive an honorarium for their time at meetings as well as meeting preparation time. Honoraria are not paid for attending conferences or for travel time.

## Other information:

**Conflict of Interest:** A board member of the College may not also sit on the board of an association that represents, acts as an agent for or advocates for the interests of TCM practitioners and acupuncturists. Board members must not vote on, or participate in discussions about, any matters where they have a direct or indirect financial interest that is not shared with the public.

**Confidentiality:** The College falls under the *Freedom of Information and Protection of Privacy Act*. All matters discussed by the Board confidentially (in-camera) remain confidential and may not be discussed with individuals or groups who are not members of the Board. This is particularly important when the integrity, reputation, or privacy of an individual or of the College might be affected.

**Oath of Office:** Board members are required to take and sign an Oath of Office indicating their understanding and commitment to their role.

*I do swear or solemnly affirm that:*

- *I will abide by the Health Professions Act and I will faithfully discharge the duties of the position, according to the best of my ability;*
- *I will act in accordance with the law and the public trust placed in me;*
- *I will act in the interests of the College as a whole;*
- *I will uphold the objects of the College and ensure that I am guided by the public interest in the performance of my duties;*
- *I have a duty to act honestly;*
- *I will declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest;*
- *I will ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of performing my duty as a board member;*



## BOARD CANDIDATE NOMINATION FORM

Please complete all sections of this form. Incomplete forms will be returned to you.

### Instructions

Any registrants in good standing can nominate any other registrant for election. This nomination form must be signed by the nominee to indicate his/her consent to the nomination.

The completed Board Candidate Nomination Form and a photograph in jpg format must be received by the College no later than October 11, 2018 by email to [election@ctcma.bc.ca](mailto:election@ctcma.bc.ca).

NOMINATOR		
Nominator Legal Last Name	Nominator Legal First Name	Nominator Registration Number
I am a registrant in good standing with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia and hereby nominate		
Nominee Legal Last Name	Nominee Legal First Name	Nominee Registration Number
for the position of elected Board Member. I have read the obligations required of an elected board member and support this nominee.		
_____ <b>Nominator Signature</b>		_____ <b>Date</b>

NOMINEE INFORMATION				
Legal Last Name	Legal First Name		Legal Middle Name	
Registration Number	Registration Title		Informal Name (if applicable)	
Residential Address			Tel	
City	Province	Country	Postal Code	Email
Education Credential				
Employer			Employment Position (Title)	



## NOMINEE CONSENT

I am a registrant in good standing and hereby consent to the nomination for Elected Board Member of District

Vancouver Lower Mainland       Province of British Columbia Outside of Lower Mainland

## NOMINEE'S COLLEGE INVOLVEMENT

Position Held (e.g. Board Member, Committee Member, Examiner, Focus Group participant)	From (Year) To (Year)
Position Held (e.g. Board Member, Committee Member, Examiner, Focus Group participant)	From (Year) To (Year)
Position Held (e.g. Board Member, Committee Member, Examiner, Focus Group participant)	From (Year) To (Year)

## NOMINEE INFORMATION

- In no more than 110 English words, please provide a nominee statement below to demonstrate
  - your commitment to serving the public interest;
  - your skills or experience in governance and professional health regulation; and
  - skill sets that you possess and believe to be of value when serving on the Board.The nominee statement will be posted on the College website. If you provided more than 110 words, only the first 110 words will be published. Corrections of spelling, punctuation, grammar, syntax will not be made.
- I declare that I am able to communicate in English both verbally and in written form.

Yes     No
- If elected, I undertake that I will not seek or accept a position that would give rise to a conflict of interest with the obligations expected of a board member of the College.

Yes     No
- If elected, I understand that I cannot be a director or officer of an association that represents, acts as an agent for or advocates for the interests of TCM practitioners and acupuncturists.

Yes     No
- I will submit a recent photograph in jpg format along with this Board Candidate Nomination Form.

Yes     No

## NOMINEE DECLARATION

I declare that I will abide by the *Health Professions Act*, the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation and the bylaws to the Act and the policies and procedures related to the election.

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Date

