

NOTICE OF ELECTION FOR THE BOARD

CALL FOR NOMINATIONS



This notice is provided to inform registrants that the term of office for three Board members expires on January 31, 2016 and the process for nominating registered occupational therapists.

Pursuant to the *Health Professions Act* and the College Bylaws, the COTBC Board is comprised of six elected members (full registrants elected by the registrants of the College) and three public members (non-occupational therapists that are appointed by the Government.) The College Bylaws outline our regulations for the nominations and voting procedures for electing Board members.

The first step in this process is to provide the opportunity for registrants to nominate individuals for consideration to this important position. Section 5(2) & 5(3) of the College Bylaws outlines the nomination process as follows:

Any full or non-practicing registrant, in good standing, may nominate for office a maximum of two (2) full registrants in good standing for each vacant board position, by mailing such nomination to the Registrar, together with a letter of consent from the nominee, to be postmarked at least sixty (60) days prior to the expiry of the term of office.

The nominee must declare in writing that he or she will comply with the provisions of the Act, the regulations, these bylaws and the procedures related to the election and the conduct of the election.

The term of office for the elected Board members is two years, effective February 1, 2016 to January 31, 2018. A current elected board member may be nominated for re-election. (An elected Board member may serve a maximum of three consecutive elected terms.)

What are my obligations as a Board member?

Board members must govern the affairs of the College within the scope of authority designated under the *Health Professions Act*, the Occupational Therapists Regulation and the College Bylaws. The Board, working as a whole is responsible for setting the strategic directions for the College, monitoring the results and ensuring the organization is acting to protect the public. Elected Board members are expected to make decisions in the public interest.

- Being a Board member involves a variety of duties & responsibilities including regular attendance at Board meetings & participating on a College Committee.
- Board members bring skills from formal or informal leadership experiences in occupational therapy related activities or other venues.
- Qualities for being an effective Board member include the ability to:
 - consider issues from a public protection perspective;
 - respect diverse viewpoints & actively debate policy issues;
 - grasp the big picture & see policy decisions in the larger context;
 - make decisions in the best interest of the College; and
 - support others & work together as a whole Board.
- The Board meets at least four times each year for one day, generally on a Saturday. One meeting is held over two days (Friday and Saturday). Additional meetings may be held by teleconference.
- Depending on the work-plans of a committee, committee participation includes in-person meetings (at least one and up to three meetings per year) and teleconference meetings.

What support is in place for participating on the Board?

- Orientation & Training: Transition meeting with outgoing Board as well as an in-depth orientation session on topics such as governance, board member duties and responsibilities, College mission, values and strategic plan, and current issues affecting regulation.
- Board member education opportunities are also provided as needed.
- Expenses such as travel, accommodation and meals are covered by the College so participation is possible from anywhere in BC.
- There is an honorarium for Board members.
- The College provides staff support for Board and committee work.

Who is eligible for nomination? The nominee must be:

- A registrant in the full registration category.
- A registrant of the COTBC with registration in good standing.

What is the process for nomination?

- Complete the nomination form enclosed with this notice.
- Be sure one other full registrant (or non-practicing) registrant supports the nomination and that both individuals nominating a registrant sign the nomination form.
- The nominee must complete and sign the declaration portion of the form, acknowledging consent to the nomination.
- Mail the completed nomination form to the COTBC College, which must be received in the College office no later than **4:00pm Thursday, October 1, 2015**. Nominations forms that are incomplete or received after this date will not be valid.

What happens after nominations are received?

- The Registrar will confirm receipt of the nomination with the nominee.
- The Registrar will ask for a short bio (in format determined by the Nominations Panel) from each nominee to include with the ballot mail out so that registrants can make an informed choice. Nominee & election information will also be posted on the College website.

What is the election procedure?

- Ballots are prepared and sent to all full registrants and non-practicing registrants for voting.
- Ballots must be returned to the College office by the specified due date.
- Each full registrant and non-practicing registrant is entitled to one vote for each vacancy on the Board.
- Ballots must be received in the form specified to be counted or will be considered spoiled.
- Nominees receiving the most votes on the return of the ballots are elected to the Board.

The terms of office for the elected registrants currently on the Board are:

Naz Chow (Richmond)	February 1, 2014 to January 31, 2016 (Term Expiring/Completed maximum 3 terms)
Diane Graham (Kelowna)	February 1, 2014 to January 31, 2016 (Term Expiring/Completed maximum 3 terms)
Tanya Boudier (Prince Rupert)	February 1, 2014 to January 31, 2016 (Term Expiring)
Joy Parsons (Surrey)	February 1, 2015 to January 31, 2017
Darlene Russell (Penticton)	February 1, 2015 to January 31, 2017
Lindsey McMitchell (Port Coquitlam)	February 1, 2015 to January 31, 2017

If you want more information, please do not hesitate to contact Kathy Corbett, Registrar who can be reached at the College office at the contact information below or by email to info@cotbc.org