Type of policy: governance	**Approved by:** Nominations and Elections Committee
Date approved: November 21, 2019	**Next Review Date:** June 2027
Amendment Dates: June 13, 2024	

Non-Council Member Appointments Policy

Purpose
To ensure an equitable and fair appointment process for non-Council members to CRPO committees and working groups.

Relevant Legislation
CRPO by-laws

Scope
This policy applies to Registered Psychotherapists seeking appointment to CRPO committees or working groups.

Policy
In accordance with the College's by-laws (13.11), Council may appoint Registered Psychotherapists who are not elected members of Council to any committee at their discretion.

Eligibility
Eligibility for appointment to a committee is outlined in the College's by-laws (13.15).

Selection Criteria
In addition to the eligibility requirements and decisions regarding appointments specified in the by-laws (13.14), Council may take the following into consideration when making non-council member appointments:

- Professional competencies, committee-specific competencies (e.g., modality of practice, adjudicatory experience, mediation, etc.) and governance competencies
- Practice setting (e.g., hospital, rehab hospital/centre, community, private practice, etc.)
- Practice demographics (e.g., geographic location in the province, clients served, rural or urban, French-speaking, etc.)
- Previous years on Council as an elected professional member and previous performance based on Council and committee competencies
- Diversity of identities and lived experiences (e.g., diversity of race, gender, ethnicity, sexual orientation, gender identity, disability, perspectives, and experiences).

Term of Office
The Term of Office of a non-council appointment is approximately one year (13.12, 13.16).

Maximum Term
A non-council member appointment may serve a maximum of nine (9) consecutive terms.

Recruitment Process for Non-Council Member Appointments

Registrants will be notified of non-council appointment vacancies or new positions when they are available, following a needs assessment. The availability of non-council positions is assessed at committee level with input from committee chairs and staff based on the needs of the College.

The recruitment process will include a website posting and/or callout in the CRPO Communique. Targeted communication and additional outreach (i.e., through community ambassadors, professional associations, or other methods) may also be sent with specific information regarding recruitment information sessions, any specific knowledge or skills that the committee is seeking and how to apply.

Selection Process

Applicants will be pre-screened by staff based on whether they meet the selection criteria. Short-listed applicants will be invited to participate in an interview or provide an alternative submission (e.g., letter of interest). A list of applicants and any accompanying submissions (e.g., curriculum vitae, competency screening, interview scoring[1]) will be reviewed by the Nominations and Elections Committee. The Nominations and Elections Committee will select registrants for appointment based on the selection criteria, identified areas of expertise, and defined committee competencies. Recommendations will then be submitted to Council for approval.

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[1] based on committee gaps, opportunities and committee composition matrix