

# Appointment to the Council and Regulatory Committees Procedure

## 1. Introduction

The College of Acupuncturists of Alberta's (the College) Council shall consist of a minimum of six (6) to a maximum of twelve (12) members, including the Chair, but excluding the Chief Executive Officer. The Council includes three (3) to six (6) individuals appointed through a recruitment process of its regulated members, and the number of public members required to be appointed by the Lieutenant Governor in Council.

Council members generally hold office for three-year terms and may not hold office for more than six (6) consecutive years.

The College's Regulatory Committees consist of no less than three (3) members to a maximum of eight (8) members. Regulatory Committee members are appointed through a recruitment process of its regulated members.

Regulatory Committee members may hold office for a maximum of two (2) consecutive terms of three (3) years, for a limit of six (6) consecutive years, on the same regulatory committee.

- 1.1 Appointments to the College's Council and regulatory committees should follow these relevant principles, as far as is practical and reasonable:
  - 1.1.1 Selflessness: those making appointments should act solely in the public interest.
  - 1.1.2 Integrity: those making appointments should not take decisions that might lead to financial gain or other material benefits for themselves, family, or their friends; interests and relationships should be declared. Council members and committee members are required to acknowledge and comply with the College's Code of Conduct policy and procedures.
  - 1.1.3 Openness: the appointment process should be open and transparent.
  - 1.1.4 Composition: appointments should reflect the broad range of perspectives and experiences found throughout Alberta and be made taking into account the need to include a balance of skills.
  - 1.1.5 Fairness: selection processes should be fair and impartial, and each candidate must be assessed against the same criteria for the role in question.
- 1.2 In addition, Sections 9 and 10 of the *Health Professions Act* (Act) apply to the Registration and Examination Committee and Competence Committee, respectively.
- 1.3 Former Council and regulatory committee members are eligible for appointment to Council or a regulatory committee without a waiting period. Appointments are subject to the College's recruitment and appointment processes and to conflict of interest and compatibility considerations.

- 1.4 To encourage the broadest degree of involvement, no regulated member or member of the public shall serve concurrently on more than one regulatory committee.
- 1.5 Acknowledging the value of experience and the need for continuity, incumbents who are eligible and willing to seek reappointment may apply or be nominated for vacancies. However, recognizing the importance of engaging as many persons as possible and infusing innovative ideas and perspectives from time to time, strong consideration will be given to new applicants. .
- 1.6 To achieve organizational continuity and memory, and to distribute appointments evenly, terms of office for all regulatory committees may be staggered.

## 2. Purpose

The purpose of this procedure is to describe the actions for the recruitment, appointment, and reappointment of individuals to the Council and the College's Regulatory Committees from its regulated members.

## 3. Definitions

None

## 4. Appointment to the Council

The Council will oversee and manage the appointment of four (4) to six (6) regulated members to the Council as follows:

### 4.1 General

- 4.1.1 The Council Governance and Nominating Committee (GNC) will:
  - 4.1.1.1 define and maintain a competency matrix for Council members (Appendix A); and
  - 4.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a Council member.
- 4.1.2 The Governance and Nominating Committee will recommend for approval to the Council all competency profiles for recruitment of Council members.
- 4.1.3 The Council approves all recruitment competency profiles.

## **4.2 Appointment to the Council**

- 4.2.1 An Appointment Review Committee (ARC) shall be formed by public member(s) from the Board, and regulated member(s) from the Board. The ideal composition will be two (2) public members and one (1) regulated member, contingent on the composition of the Board at the time the ARC is convened. The ARC will have no less than three (3) voting members. The Chief Executive Officer will appoint members to the ARC and be an ex-officio, non-voting member of the ARC. The ARC, in conjunction with the GNC, will oversee the appointment to the Council based on the approved member competency profiles.
- 4.2.1.1 The Chief Executive Officer will ensure that the recruitment process for regulated members is accessible to all members through the public posting of Council vacancies through any means deemed appropriate.
- 4.2.1.2 Individuals who apply for appointment to the Council, or who are nominated for appointment, are required to submit a Curriculum Vitae (Resume) along with an application describing how they meet the requirements set out in the recruitment competency profile and how they will contribute to the development and achievement of the College's goals and objectives.
- 4.2.2 The Appointment Review Committee will assess candidates based on the competency matrix and send their top recommendations for appointment to the GNC for review.
- 4.2.3 The GNC may interview potential candidates for suitability.
- 4.2.4 The GNC makes a recommendation of the top candidates to the Council for consideration.
- 4.2.5 The Council considers recommendations and may approve the appointment of individuals to the Council.
- 4.2.6 The Council Chair will inform the successful individuals of their appointment to the Council.

## **4.3 Reappointment to the Council**

- 4.3.1 The Chair of the GNC will, at least four months prior to the expiry of a Council member's term of office, and subject to qualifying for reappointment and a positive assessment of the member's performance, confirm that the member wishes to continue to serve as a director.
- 4.3.1.1 Where the Council member whose term is to expire is the Chair of the GNC, the Council Chair will contact this Council member to confirm that the member wishes to continue to serve as a director.
- 4.3.2 Where the member wishes to continue to serve as a director, the Chair of the GNC or the Council Chair, as appropriate, will recommend reappointment of the member to the Council.
- 4.3.3 The Council considers recommendations and may approve the reappointment of individuals to the Council.
- 4.3.4 The Council Chair will inform the successful individuals of their reappointment to the Council.

## 5. Appointment to Regulatory Committees

### 5.1 General

5.1.1 The Council Governance and Nomination Committee (GNC) will:

5.1.1.1 define and maintain a competency matrix for regulatory committee members (Appendix A);  
and

5.1.1.2 identify its recruitment needs based on an evaluation of its operations, short- and long-term needs, and competency requirements, and establish a competency profile for the recruitment of a regulatory committee member.

5.2 The GNC will recommend for approval to the Council all competency profiles for the recruitment of Committee members.

5.2.1 The Council approves all recruitment competency profiles.

5.3 Individuals who apply for appointment to a regulatory committee, or who are nominated for appointment, are evaluated against the approved competency matrix.

5.4 The GNC may interview potential candidates for suitability.

5.4.1 The GNC makes a recommendation of the top candidates to the Council for consideration.

5.4.2 The Council considers recommendations and may approve the appointment of individuals to the regulatory committees.

5.4.3 The Council Chair will inform the successful individuals of their appointment to the regulatory committee.

## 6. Administration of Appointments

### 6.1 Recruitment Advertising

6.1.1 All vacant positions will be publicly advertised on the College's website, and any other electronic communication platforms in use by the College.

6.1.2 The following information should be available on the College website:

6.1.2.1 Council or Regulatory Committee description, meeting expectations and responsibilities;

6.1.2.2 Eligibility criteria and term of appointment;

6.1.2.3 Role description and competency matrix for the committee and applicants;

6.1.2.4 Application form; and

6.1.2.5 Regulatory member's participation agreement.

- 6.1.3 Where possible, the proposed interview date and other key dates (such as the regulatory committee meetings) should be included in the recruitment information.

## **6.2 Applications**

- 6.2.1 Applications for Council or regulatory committee member roles must include:
- 6.2.1.1 A completed application form;
  - 6.2.1.2 A cover letter explaining their interest and their motivation for applying for the role (maximum two pages);
  - 6.2.1.3 A curriculum vitae; and
  - 6.2.1.4 The names and contact details of two references.
- 6.2.2 The closing time for applications will be midnight on the closing date. Late applications will not be considered unless an extension to the closing date has been previously agreed.

## **6.3 Screening for Eligibility and Shortlisting**

- 6.3.1 Staff will review all applications and identify those applicants who are ineligible due to an incomplete or late application, or current or past service on Council or a committee.
- 6.3.2 Eligible applicants for Council are passed on to the Appointment Review Committee. Eligible applicants for committee are passed on to the GNC.

## **6.4 References**

- 6.4.1 If shortlisted for an appointment, the Appointment Review Committee or the GNC may conduct reference checks.
- 6.4.2 Consultations with an applicant's references should be confidential. The reference will be advised of this as well. Information gathered will be limited to the applicant's suitability for a position on the committee. The reference will be asked questions concerning the individual's skills as they relate to the position applied for. The questions may be asked via phone conversation or in electronic form.

## **6.5 Appointing Council Members and Regulatory Committee Members**

- 6.5.1 Recommendations by both the Appointment Review Committee and GNC shall strive to achieve a balance of:
- 6.5.1.1 Qualified applicants covering the range of qualifications specified for the Council;
  - 6.5.1.2 Experienced and new members;
  - 6.5.1.3 Geographic representation; and
  - 6.5.1.4 The skills and experience on the regulatory committee and consider the candidate's declared interests.



6.5.2 The reason for appointment decisions must be recorded and clearly connected to the competency matrix.

## 7. Authority

This policy is established under the authority of Section 5(2) of the Act and Article 8.4 of the College bylaws.

## 8. Scope

This policy applies to all Council and regulatory committee members of the College.

## 9. Related Policies and Procedures

- G 1.0 Appointment to the Council Policy
- G.1.1 Code of Conduct and Ethics Policy
  - G.1.1.1 Code of Conduct Declaration Procedure
  - G.1.1.2 Conflict of Interest Declaration Procedure
  - G.1.1.3 Code of Conduct Violation Procedure

## 10. Version History

Date	Notes
September 14, 2022	V1. New procedure
April 3, 2024	V2. Update composition of Council to align with Bylaws
April 23, 2025	V3. Amend sections 4.2.1, 6.6.2, updated ED/Registrar title to Chief Executive Officer
April 29, 2026	V4. Update for upcoming legislative changes, align procedure with operations

## Appendices

# Competency Matrix



**Rating scale:** Level of experience demonstrating each competency:

1. Not skilled – I have not learned this skill.
2. Minimally skilled – I have little experience demonstrating this competency and need substantial direction to perform it effectively.
3. Somewhat skilled – I have some experience demonstrating this competency but still need guidance.
4. Skilled – I have a good amount of experience demonstrating this competency independently.
5. Very skilled – I always demonstrate this competency and could provide guidance/training to others.

<b>Council and Regulatory Committee Members</b>			
In order to support strong decision-making in the public interest...			
...every committee member will bring the following <b>VALUES</b> and <b>ATTRIBUTES</b> to the table:	<b>Rating</b>	...every committee member will bring, <u>or be willing to learn</u> , the following <b>SKILLS, PRACTICES</b> , and <b>KNOWLEDGE</b> :	<b>Rating</b>
<b>Accountability, Honesty, and Integrity</b> – Act with integrity and speak the truth, be able and willing to take full responsibility for decisions, follow through on commitments in compliance with the College’s Code of Conduct and Ethics Policy.		<b>Ability</b> – Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	
<b>Collaboration</b> – Recognize that, in a complex system, what can emerge as a result of meaningful engagement and dialogue will be stronger than what is created in isolation.		<b>Committee/Panel Leadership</b> – Experience in participating in committee or panel meetings, conflict resolution, and fostering effective decision-making.	
<b>Culture</b> – Developing a positive, respectful, constructive, and professional environment		<b>Confidentiality</b> – Understand the need for protecting the privacy and confidentiality of registrants’ quality assurance data, as legislated under the <i>Health Professions Act</i> .	
<b>Flexibility</b> – Be open to innovative ideas, new perspectives, and new ways of doing things, always bringing a learning mindset to decision-making. Appreciate that, at times, plans will adjust to meet changing circumstances and needs.		<b>Diplomacy</b> – Have strong interpersonal communication skills that include the ability to clearly articulate a perspective, engage in respectful, productive, and sometimes courageous or difficult, discussions with the committee, staff, and stakeholders, while consistently reinforcing a culture of trust.	
<b>Objectivity</b> – Be able to self-reflect and make decisions based on evidence and useful information, to best fulfil the public mandate.		<b>Health Professions Regulation</b> – Understand the mandate of the College is to protect the public. Exposure to or have knowledge of working in a regulatory environment. Be focused on protection of the public and able to familiarize themselves with applicable legislation, regulations, bylaws and policies, and the core work of the College and its committees.	

## Council and Regulatory Committee Members

In order to support strong decision-making in the public interest...

...every committee member will bring the following <b>VALUES</b> and <b>ATTRIBUTES</b> to the table:	<b>Rating</b>	...every committee member will bring, <u>or be willing to learn</u> , the following <b>SKILLS, PRACTICES, and KNOWLEDGE</b> :	<b>Rating</b>
<b>Public Service</b> – Have compassion for the public and their right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to execute the role diligently, recognizing that public interest will always be prioritized over personal or professional interests.		<b>Information Analysis and Judgement</b> – Be able to carefully review voluminous material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support good decision-making.	
<b>Registrant Practice</b> – Diverse practice experiences, backgrounds and specialities that inform dialogue and decision-making, ensuring decisions meet intended objectives, are practical and, ultimately, protect the public.		<b>Procedural Fairness</b> – Understand administrative law or having exposure to hearings, tribunals, etc., commit to the unbiased balancing of issues, meticulously weigh evidence, think critically about issues at hand, consider options within the scope of the College’s mandate and power, and bring consistency and sound judgment to decision-making in accordance with procedural fairness principles set out in common law.	
<b>Respect</b> – Be able to work with others effectively, and appreciate different perspectives and opinions, while fostering and promoting, not impeding or stifling, robust dialogue.		<b>Quality Improvement</b> – Experience and understanding of the quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.	
<b>Self-Awareness</b> – Have a clear understanding of personal strengths, areas of development and potential biases, remaining open to reflection, feedback, continuous growth, and improvement.		<b>Risk Assessment</b> – Understand and assess the risk that a decision might have on the public and make decisions proportional to the risk of harm to the public.	
		<b>Strategic Thinking</b> – Be aware of the complex systems in which the College works, including the stakeholders within that system, and the impact that College decisions have on the greater community.	
		<b>Technological Competence</b> – Be able to work electronically in order to uphold security, privacy, and efficiency of the College’s work, and have effective conference call etiquette.	

## Council and Regulatory Committees' Application for Appointment

# Expression of Interest for Council and Regulatory Committee Positions



### About this Application

The College invites regulated members who are interested in shaping the future of the acupuncturist profession in Alberta to apply for Council and committee positions.

Getting involved with the College's governance is an excellent opportunity to impact the profession, build leadership experience, and learn about health regulation. We're seeking people with a range of experiences to discuss the issues facing the profession.

Council and committee members contribute to fair, thoughtful decisions that protect the public and support effective regulation of the profession. No governance experience is needed.

Members are generally expected to demonstrate:

- Integrity, accountability, and respect
- Commitment to protecting the public
- Ability to consider different perspectives and work collaboratively
- Sound judgment and objective decision-making
- Willingness to review materials and participate thoughtfully in discussions
- Openness to learning about regulation, legislation, and College processes
- Comfort participating in meetings and working electronically

## 1. Complete the Application Form

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Please indicate which position you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Council  | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal Membership List |
| <input type="checkbox"/> Acupuncture Education Program Review Committee | <input type="checkbox"/> Registration and Examination Committee                       |
| <input type="checkbox"/> Competence Committee                           |   |

If you are not successful in being appointed to the position above, would you be interested in being considered for another position?

- No
- Yes, please consider me for the following positions:
- |   |   |
|---|---|
| <input type="checkbox"/> Acupuncture Education Program Review Committee | <input type="checkbox"/> Complaints Review Committee/Hearing Tribunal Membership List |
| <input type="checkbox"/> Competence Committee                           | <input type="checkbox"/> Registration and Examination Committee                       |



If yes, please describe in detail: (Please limit your response to 1000 characters.)

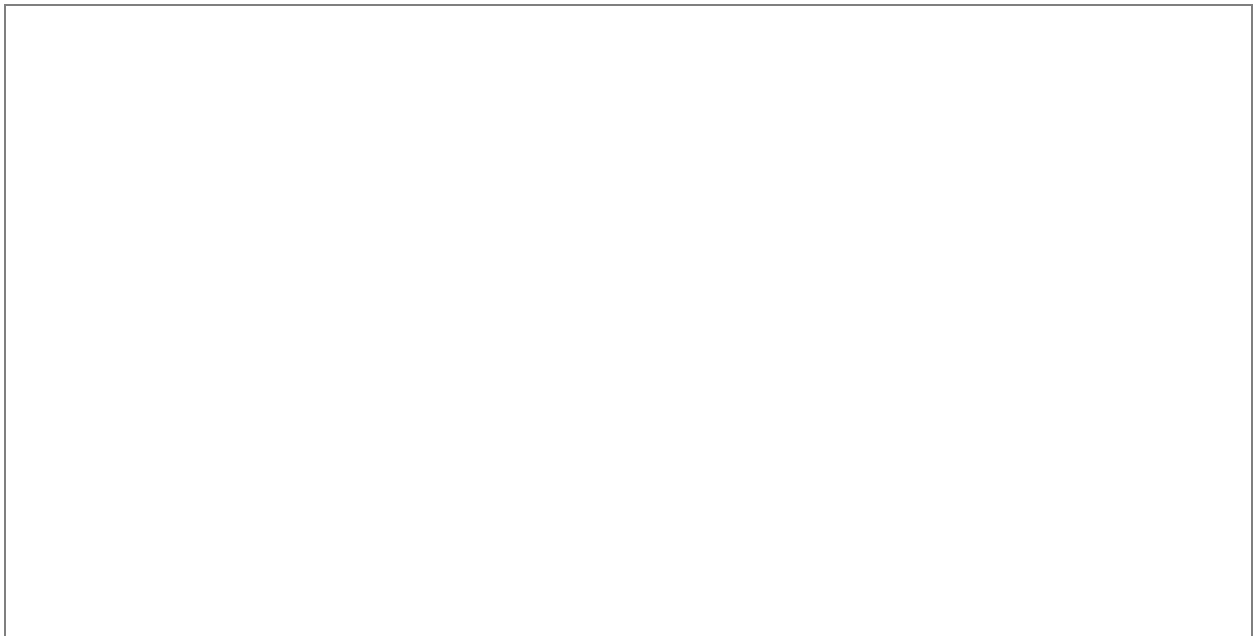
### Part 3 – Qualifications and Experience

1. Why are you interested in contributing to the governance of the College of Acupuncturists of Alberta?

2. What perspectives or experiences do you bring that might contribute to Council or committee work? Some examples include experience with leadership, mentorship or education, clinical experience, or community involvement.



3. What issues or opportunities facing the profession interest you most?



4. What do you think the role of the College is in protecting the public, and how should registrants contribute to that mandate?

5. Please include 2 professional references the College can contact if you are a short-listed candidate.

#### Part 4 - General

**By selecting "I agree," you declare the information in this application form is true and you understand that:**

1. You may be asked to provide photo identification, references, or other information to confirm your identity, eligibility, and qualifications;
2. If you are shortlisted for an interview, your references will be contacted; and

3. If you are recommended for appointment, your name and possibly a biography will be listed on the College's website.

I agree

\_\_\_\_\_

Name

Date

### Past or Current Service

Are you currently a member of Council or a Regulatory Committee?

No

Yes, I am a member of:

Council

the Acupuncture Education Program Review Committee

the Competence Committee

the Complaints Review Committee/Hearing Tribunal Membership List

the Registration and Examination Committee

And have been a member for \_\_\_\_\_ years.

Have you ever been a member of Council or a Regulatory Committee?

No

Yes, I was a member of:

Council

Acupuncture Education Program Review Committee

Competence Committee

Complaints Review Committee/Hearing Tribunal Membership List

Registration and Examination Committee

Please list the years you served as a member: \_\_\_\_\_



## Council or Regulatory Committee Reference Check

# Reference Check



Name of candidate \_\_\_\_\_

Name of reference \_\_\_\_\_

Relationship to the candidate \_\_\_\_\_

Committee applied to \_\_\_\_\_

Date \_\_\_\_\_

Reference check performed by \_\_\_\_\_

**Regulatory committees are permitted under the provincial statute that established the College, the *Health Professions Act*. The College uses a competency matrix to help select candidates for its regulatory committees. You will be asked a few questions to assist the Committees to select candidates that best fill the needs of the committees.**

### Reference Questions

1. How do you know [candidate name]?

2. Can you tell me how well you think this individual will be able to carefully review a volume of material within set timelines, assess implications, identify patterns, make connections, and narrow the issues to support good decision-making?

3. Can you tell me what attributes you respect or admire of this individual?

4. Can you tell me how you think this individual will be able to self-reflect and make unbiased and objective decisions based on evidence and crucial information?

5. Can you tell me how you feel the individual might be a fit with the following Regulatory Committee responsibilities? [Committee descriptions are attached.]

6. From what you have read about this position, what do you perceive as the individual's greatest learning curve coming into this position?

7. Do you have any additional comments that you would like to share?

**Any comments or information disclosed is kept in the strictest confidence.**

# Council and Regulatory Committee Descriptions

## Council

The Council is the governing body of the College of Acupuncturists of Alberta (College). Under Section 6 of the *Health Professions Act* (HPA), the Council manages and conducts the activities of the College; exercises the rights, powers, and privileges of and carries out the duties of the College in the name of, and on behalf of the College; and carries out the powers and duties of the Council under the HPA and the College's bylaws.

## Regulatory Committees

All Regulatory Committees report to the Chief Executive Officer of the College.

### Acupuncture Education Program Review Committee (AEPRC)

The AEPRC makes recommendations to the Chief Executive Officer regarding potential entry to practice programs, any changes to the status of approved acupuncture education programs approved by the College, and minimum education standards and criteria for entry to practice acupuncture education programs. The AEPRC also conducts site visits of acupuncture education programs.

### Competence Committee

The Competence Committee provides support and expertise to the College for the continued development, operation, and evaluation of the Continuing Competence Program (CCP). Committee members may also be called upon to determine whether a member has met the CCP requirements for a practice permit or complied with conditions assigned to meet CCP requirements.

### Complaints Review Committee/Hearing Tribunal Membership List

Under section 16(1) of the HPA, the Hearings Director may establish a Hearing Tribunal or Complaints Review Committee from a membership list comprised of both regulated members appointed by the Council and public members appointed by the government. Appointed members hold hearings related to professional conduct of regulated members under the HPA. This committee also reviews and ratifies settlements under section 60 of the HPA and conducts reviews under section 68.

### Registration and Examination Committee (REC)

The REC reviews complex applications for registration and practice permits and provide expertise, guidance, and support to the practical examination process. When reviewing registration applications, REC members review and determine if an applicant/member has met legislated requirements and whether engaging in practice may pose a risk to public safety.

The REC makes recommendations to the Chief Executive Officer regarding the development, administration, and scoring of the Alberta Acupuncturists Registration Examinations (AARE) and acts as a consulting body to the Chief Executive Officer in the appropriate testing of knowledge and competency of applicants for registration. REC members support the practical examination process by developing and/or improving Alberta-specific components of the AARE.