



COLLEGE OF DENTAL HYGIENISTS OF BRITISH COLUMBIA

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Candidate Information Package

The Board meets a minimum of three times per year in person and as needed by teleconference. In-person meetings are usually two days in length and are typically on a *Thursday/Friday* or *Friday/Saturday*. The in-person meetings take place in Vancouver or Victoria. When teleconference meetings are needed, they are usually held in the evenings during the week. The schedule for 2020 is listed below:

February 19, 2020	Board Orientation
February 20 & 21, 2020	Regular Business [full days][TBD]
May 28 & 29, 2020	Regular Business [full days][TBD]
October 15, 2020	Annual General Meeting [evening][Victoria]
October 15 & 16, 2020	Strategic Planning & Regular Business [full days][Victoria]

The Chair sets the agenda for each meeting using a standard format. The agenda and supporting documents are prepared by staff and distributed to Board members through a secure online system in advance (approximately ten days) of the scheduled Board meeting. Board members are required to review the materials prior to the meeting and be prepared to participate. The CDHBC Board uses a complementary model of governance.

A quorum, the majority of members, is required for all Board meetings. Without a quorum, the Board cannot conduct business or pass motions, although informal discussion may take place and agenda items not requiring action may be reviewed and discussed.

Newly elected and/or appointed Board members must participate in a Board orientation session with the Chair and Registrar. Should you be elected to the Board, the orientation session will take place on: **Wednesday, February 19th, 2020 in conjunction with the February Board Meeting.**

A candidate for election to the Board must be in compliance with the Eligibility for Election terms as outlined in the College Bylaws s. 3.1, a copy of which is enclosed.

In accordance with the provincial *Health Professions Act*, s. 17.11(1) *“Before taking office, a person elected or appointed as a member of a board for a college must take and sign, by oath or*

solemn affirmation, an oath of office prescribed by the minister". Copies of each oath are included in this section for reference.

- A conflict of interest arises when my personal interests, including those of my immediate family, are furthered by the performance of my official duties as a member.
- Personal interests are not limited to financial or monetary interests.

Oath of Office

I, _____, do 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 of Dental Hygienists of British Columbia as a whole;
- I will uphold the objects of the College of Dental Hygienists of British Columbia 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.

Oath of Office

I, _____, do swear 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 of Dental Hygienists of British Columbia as a whole;
- I will uphold the objects of the College of Dental Hygienists of British Columbia 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;

So help me God.

CODE OF CONDUCT

Code of Conduct for the Board is as follows:

1. Board Members ('Members') shall at all times use their best efforts to provide progressive, collective leadership and direction to the College in support of its vision, mission and mandate.
2. Members shall adhere to the College's governance policies.
3. Members shall adhere to the College's Conflict of Interest policy; avoid, in fact and perception, conflicts of interest; and immediately disclose possible conflicts to the Board.
4. Members shall endeavour to direct the activities of the organization as a whole rather than in their own interest or that of any specific group.
5. Members shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential. {HPA Section 53}.
6. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
7. Members are expected to attend all Board meetings and be prepared for the meeting having read pre-circulated material in advance
8. Members' contributions to discussions and decision-making shall be positive and constructive and Directors' interactions in meetings shall be courteous, respectful and free of animosity.
9. Members shall be prepared to commit sufficient time and energy to attend to College business (approximately 3 hrs prep for Board meetings).
10. Members shall participate in the College in ways other than attending Board meetings, including an appointment to other College Committees as determined by the Chair and/or Registrar/CEO.
11. Members shall adhere to the principle that the Registrar/CEO is responsible to the entire Board of Directors and consequently that no single Director or committee has authority over the Registrar/CEO.

12. Members shall adhere to the principle that the Chair of the Board of Directors is the communications link between the Board and the Registrar/CEO.
13. Members shall ensure that there is a current *Position Description* and annual work plan for the Registrar/CEO and that there is a process for his/her annual evaluation.
14. Members shall not attempt to exercise individual authority or undue influence over the College.
15. The official spokespersons for the College are the Chair of the Board of Directors and the Registrar/CEO and consequently, all public requests for comment on College policies shall be referred to them.
16. The Chair may make public statements on policy matters that are within the scope of a policy approved by the Board, or a reasonable extension of a policy.

REGISTRATION COMMITTEE

The Committee is comprised of at least six members, including:

- one elected Board member;
- two public representatives, one of whom is an appointed Board member; and
- three registrants.

Schedule

The Committee shall meet by teleconference or in person at least 2 weeks before each Board meeting (i.e. three times per year), and after the results of the Practice exams are tallied, in accordance with the Exam Results Notification Policy.

Mail ballots shall be conducted as often as necessary especially in regard to new registrants.

Location

The location of the in-person meetings will be determined by the membership of the Committee and by budgetary considerations.

QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee is comprised of at least six members, including:

- one elected Board member;
 - two public representatives, one of whom is an appointed Board member; and
- three registrants.

Schedule: a minimum of 3 per year, approximately 1 month before Board meetings
Location: to be determined
Format: in person and/or by teleconference

INQUIRY COMMITTEE

The Inquiry Committee is comprised of at least six members, including:

- one elected Board member;
- two public representatives, one of whom is an appointed Board member; and
- three registrants.

Schedule:

The Committee meets monthly by teleconference if warranted. One other meeting is held in person annually. Other meetings may be held by teleconference or mail. Resolutions made by mail ballot must be unanimous.

Location:

In person meetings may be held in any location the Committee determines.

DISCIPLINE COMMITTEE

The Discipline Committee is comprised of at least six members appointed by the Board, including:

- one elected Board member;
- two appointed members, one of whom is a Board member; and
- three registrants.

Schedule:

The Committee meets as necessary and for a hearing.