

CMTCA Board Nominations Process

The following is a description of the Nomination process for the **CMTCA Board of Directors.**

# **Background Information**

The CMTCA Board was established in the Fall of 2014 through a combination of appointments and nominations made to ensure that an eight-member body reflected an appropriate balance of continuity, requisite expertise, and openness/transparency. In accordance with the bylaws representing the independence of CMTCA, the new nominations process will reflect the skills required of a balanced board that will ensure the sustainability of CMTCA moving forward.The Board shall consist of:

Eight directors who are resident in a Canadian jurisdiction whose massage therapy regulator (in regulated jurisdictions) or massage therapy association(s) (in unregulated jurisdictions) is contributing to CMTCA according to the fee schedule set and approved by the Board. Of the eight directors:

1. At least two Directors have knowledge, skill and experience related to regulating the massage therapy profession in Canada, where possible, the 2 regulatory directors will come from 2 different regulated jurisdictions;
2. At least two Directors who are members of an accredited profession other than massage therapy;

The remaining Directors have knowledge, skill and experience related to teaching, accrediting, regulating or advocating for the massage therapy profession in Canada and board representation adequately reflects the massage therapy profession across Canada. The Process

CMTCA is seeking to fill one vacancy on the board and calling for applications from candidates who fulfill the first category of directors in that they have knowledge, skill and experience related to regulating massage therapy in either Ontario, New Brunswick or Newfoundland and Labrador.

Applications will be accepted until February 1st, 2020 and can be submitted to [info@cmtca.ca](mailto:info@cmtca.ca).

Reviewing and Approving Applications for Board Vacancies

Applications will be reviewed and approved by the CMTCA Board of Directors using a two-stage process involving:

Stage 1:

* Applications will be evaluated against the CMTCA Board Nominating Criteria by the Executive Director of the CMTCA
* Applications will be ranked based on the number of criteria met. The CMTCA Executive Director will prepare an analysis and recommendations to the Board of Directors. The top ranked nominees will be presented to the Board for a vote in principle, pending reference checks, on the most suitable candidate(s).

Stage 2:

* The Board of Directors will review the analysis and make decisions based on the recommendations
* The Executive Director and/or Board Chair will conduct reference checks for the preferred candidates
* Following successful reference checks, the Board will confirm acceptance of the successful candidate(s)
* In the event that reference check results are unsatisfactory, the Board will either reconsider other applications or extend/launch another applications process

# Terms of Board Members on the CMTCA Board

* Directors will serve for a 3 year term for a maximum of two terms.
* It is expected, as recommended by the Accreditation Planning Committee Final Report, October 2013, that an honorarium will be paid to Board members to cover expenses and time spent in meetings.

# Nomination Process Timelines

**November 26th, 2019** - CMTCA will circulate the following documents:

* Board Member Nominating Criteria
* Board Member Duties and Responsibilities
* Board Member Nominations Policy
* Conflict of Interest Policy
* Confidentiality Policy
* Board Member Code of Conduct

**February 1st, 2020** – Deadline to submit applications to [info@cmtca.ca](mailto:info@cmtca.ca)

Feb. 1-7,2020-CMTCA staff to begin review process and present shortlisted recommended candidates to the board to prepare for voting.

Feb. 10-14, 2020-CMTCA Board to review and vote on preferred candidate(s)

Feb. 17-21, 2020-CMTCA to contact references of preferred candidates and the board will confirm nominees following successful results from reference checks.

Feb. 24-28, 2020 – Successful candidate(s) will be notified and plans for orientation and to attend the next AGM and board meeting will be made.

April 23rd, 2020 Announcement of successful candidate will be posted on the CMTCA website.