



Notice of Appointment: College of Paramedics of Manitoba ("CPMB") Council Paramedic Positions

March 29, 2021

Expressions of Interest are being sought for the position of Council Member. Three positions need to be filled, with responsibility for service beginning in May 2021. Council terms are three years.

Any Paramedic who is practicing, non-practicing, or retired with the CPMB and is in good standing with the CPMB, may submit an expression of interest for a Council position. Paramedics must have been a resident of Manitoba for at least the past six months.

Paramedics who are interested in serving on Council are asked to read the CPMB Council Role Description Document and the CPMB Council Skills Matrix Document.

Expressions of interest should include a cover letter describing the applicant's skills and attributes as well as a brief (maximum two page) resume.

Expressions of Interest should be addressed to the Attention of the Appointments Committee Chair, Marilyn McNeil and submitted by email to the College Executive Assistant at Admin@collegeparamb.ca no later than 4:00 pm on April 27, 2021.



College of Paramedics of Manitoba

Unit 610 – 1445 Portage Avenue, Winnipeg, MB R3G 3P4

Information on the Role of CPMB Council Members

Serving as a CPMB council member is an opportunity to make an important contribution to the oversight of paramedic regulation in Manitoba. Council service is a rewarding opportunity. The following information describes the role and activities of council and provides information on the desired competencies and attributes of potential council members.

About the Council

The council is responsible for governing the regulation of paramedics in Manitoba. Council is guided in their decision making by *The Regulated Health Professions Act* (the “RHPA”); the *Practice of Paramedicine Regulation*; the *College of Paramedics of Manitoba General Regulation*; College Bylaws; College Administrative policies; and, council governance policies.

The council is comprised of 11 members; 7 Paramedic members and 4 Public members. The Chair, Chair-Elect, and Treasurer positions are elected by council.

The council sets regulatory policy through a policy governance framework that includes:

- Establishing the mission, vision, values of the CPMB and establishing strategic priorities;
- Developing policies in accordance with relevant legislation;
- Establishing standards for paramedic education programs, practice, and professional conduct;
- Maintaining the financial integrity of the CPMB
- Revising the by-laws as needed
- Providing oversight that monitors for risk to the CPMB

Responsibilities of Council Members

Act in the Public Interest

Council members make all decisions within the context of the CPMB’s mandate to protect the public interest. By volunteering to serve on the council, council members ensure an important role is fulfilled so that the CPMB can successfully deliver in its mandate as a newly formed regulatory college.

Conflict of Interest

Council members are agents of the CPMB and must act in the utmost good faith and in a manner consistent with the best interests of the CPMB in all matters. There may be times when council

members because of other involvements/relationships, will have a conflict of interest or bias, either real or perceived. Council members are guided by governance policies which address conflict of interest. Confidentiality pledges are signed by all council members on an annual basis.

Expense Claims and Honoraria

Council members receive financial compensation for mileage and expenses related to attendance at council meetings, in accordance with governance policies. Honoraria can also be claimed for those who are not compensated for their service on council, from their employer.

Time Commitment

Being a council member requires a significant time commitment. Council meetings are held for one day, four times a year. Additionally, council members are required to serve on one or two council committees, participate in a council education day, and attend the Annual General Meeting. Preparation time is required to read all materials so that the most effective decisions can be made at council and committee meetings. All materials are provided electronically one week in advance of the meeting.

Becoming a Member of CPMB Council

Paramedics who are interested in serving on the council follow the submission process described in the Notice of Appointment. In order to bring a balance of experience, knowledge and skills to the council, all council members complete a council profile. When vacancies on council occur, the profiles of continuing council members are reviewed so that a targeted approach to council recruitment can occur in order to maintain diversity.

The CPMB recognizes that no one person has all of the experience, competencies and attributes listed below; rather, the list is reflective of the collective experience, competencies and attributes of the council as a whole. These attributes will contribute to success as a council member, and will strengthen the ability of council to fulfill its mandate to serve and protect the public interest. Each council member will bring their own unique skills and attributes to the council.

Council members must be willing to commit to a term of office of three years. Council members may serve for a total of 12 years in accordance with the Act.

Experience

Potential council members are asked to submit a two page maximum resume that details the following information:

- Paramedic experience
 - Early/mid/late career
 - Patient care/administration/education/research
- Other board/council experience
 - Health care related
 - Not-for-profit
 - Other boards/councils i.e schools; community agencies/programs

- Other Committee experience
- Quality Improvement experience
- Strategic Planning experience

Competencies Required to Be A Council Member

Council members bring professional expertise to council discussion and reflect the paramedic profession's commitment to the public's right to safe and ethical paramedic care. Competencies which are related to serving on a regulatory council include:

- Ability to put the public interest above all other considerations, even when there may conflict with professional interests
- Ability to make strategic decisions that are in the public interest
- Ability to think critically and with an open mind about issues, considering the arguments put forward in briefing materials and during discussion at council meetings.
- Ability to express views on issues during council discussion
- Ability to make decisions based on open and thorough consideration of all of the arguments and evidence
- Ability to develop strong, trustworthy and cooperative relationships (with fellow council members and staff)
- Ability to consider issues through a risk management lens
- Ability to think strategically, beyond the short term
- Ability to read and understand financial statements

Attributes

The CPMB is looking for council members who bring diversity of experience and thought.

Examples include:

- Cultural diversity
 - Indigenous heritage
 - Internationally educated
 - Visible minorities
- Geographic diversity
 - Rural practice
 - Remote practice
- Age diversity
- Commitment to Service
- Objective and Analytical
- Able to work independently
- Visionary

CPMB Appointments Committee Decision Making Matrix

Appointment Committee Member: _____ **Council Appointment:** Yes No
Date: _____ **Committee Appointment:** Yes No **Committee Name:** _____

CANDIDATE NAMES	REQUIRED COMPETENCIES					DIVERSITY			SKILLS / KNOWLEDGE														
	Sound Judgement	Integrity	Credibility	Analytical/Decision-Making Skills/Critical Thinking	Commitment to Role	Gender	Ethnic/Cultural Diversity	Person with Disability	Professional Regulation	Board & Governance	Financial & Accounting	Business Skills	Government & Government Relations	Industry Knowledge	Leadership	Media/Communications	Education & Training	Strategic Planning	Quality Improvement/Safety	Years of Experience as Paramedic	Field of Employment	Provincial Zone: Wpg / IE / PMH / Southern / Northern	Public Interest

3 - Exceeds; 2 - Fully Meets
 1 - Partially Meets; 0 - Does Not Meet