



College of Paramedics of Manitoba		
Terms of Reference Name: Appointments Committee	Terms of Reference Number: GP-21	Total # of Pages: 6
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
Original Approval Date: October 2019	Last Revision Date: May 25, 2021	Next Review Date: May 2024

1.0 PURPOSE

To appoint the following:

- A. Qualified candidates to serve on Council as required.
- B. Qualified candidates to serve on College committees as required.
- C. And, as may be permitted under section 13(3) of *The Regulated Health Professions Act* to serve as the Appointments Committee of public representatives to the Council as contemplated under section 22(2) of *The Regulated Health Professions Act*

2.0 DEFINITIONS

N/A

3.0 PRODUCTS

- 1. Perform the functions of an Appointments Committee for all College committees/council
- 2. Develop a framework, which will outline the preferred attributes of potential Committee and Council members (Appendix 1) and the mechanism by which members are appointed to committees according to an Attributes Matrix (Appendix 2).
- 3. Review expressions of interest and applications for vacancies as they are received.
- 4. Recommend to Council for their approval the persons to be appointed to a committee/council.
- 5. Apply the criteria in Appendix 3, for the appointment of public representatives.

Composition and Terms of Office

The Appointments Committee will be comprised of three members of the Council, at least one-third of whom shall be public representatives.

The members of the Committee shall appoint from the Committee a member to be Chair.

Frequency of Meetings

Meetings shall be held as necessary at the call of the Chair.

Quorum



Quorum for the Committee shall be all Committee members.

Accountability

The Appointments Committee reports directly to Council.

Resources

Support to the Appointments Committee is provided by the Executive Director/Registrar and by the College Executive Assistant.

Date:

October 2019

January 2020

May 25, 2021

Appendices

Appendix 1 – Attributes for Committee Appointments

Appendix 2 – Attributes Matrix to be Used for Council/Committee Appointments

Appendix 3 – Criteria for Public Representatives



Appendix 1 - Attributes for Committee Appointments

College Committees

Investigations

Experience In:

- Industry specific knowledge
- Human Resource Management/Leadership
- Performance Management experience
- Risk Management Experience
- Investigations
- Quality/Evaluation
- Patient Safety/Human Factors theory
- Confidential group decision making

Inquiry

Experience In:

- Industry specific knowledge
- Human Resource Management/Leadership
- Quasi-judicial processes
- Risk Management Experience
- Quality/Evaluation
- Patient Safety/Human Factors theory
- Decision Making and application of ethical perspective

Continuing Competency

Experience In:

- Industry specific knowledge
- Education/Principles Adult Education
- Quality improvement
- Professional development
- Legislative requirements

Registration

Experience In:

- Business Management
- Industry specific knowledge
- Human Resource Management/Leadership
- Council/Board service



Education Approval

Experience In:

- Industry specific knowledge
- Education Experience
- Quality
- Communication
- Ethics



Appendix 3 - Criteria for Public Representatives

All candidates for appointment as public representatives shall meet the criteria as set out in the Act in the definitions, which as of the date of this policy states:

"public representative" means, except in Part 8 (Professional Conduct),

(a) in respect of a particular regulated health profession (other than the profession of pharmacy), a person who has never practised the particular regulated health profession and who has not practised any other regulated health profession within the previous five years; ...

and who is appointed under subsection 13(2) or 13(3) as a public representative.

Apply the following criteria to the public representatives to be considered for appointment to Council:

- i. Have an interest in health and are informed on health matters generally;
- ii. Reflect diversity of the Manitoba public;
- iii. Have time to devote to the role;
- iv. Have volunteer or work experience that demonstrates acting in the public interest or the public good

In general, the term of office for a public representative shall be three years, and may be renewed for one additional term