



College of Paramedics of Manitoba		
Policy Name: Council Appointment Process	Policy Number: GP-30	Total # of Pages: 5
Approval Signature: <i>Original Signed by L. Braun</i>	Section: Governance	
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1.0 **PURPOSE**

To outline the College of Paramedics of Manitoba appointment process for the selection of paramedic representatives to the Council of the College of Paramedics of Manitoba.

2.0 **DEFINITIONS**

2.1 Paramedic Representative: All candidates who wish their name to stand as Paramedic representatives shall meet the criteria as set out in the By-laws, which as of the date of this policy states:

- a) have been a resident of Manitoba for at least six months prior to the date of their selection.
- b) are currently a registrant in good standing with the College.

3.0 **POLICY**

- 3.1 The Appointments Committee of the College shall have the full authority to manage the Appointment process on behalf of Council. The Appointments Committee can, if necessary, due to conflicts of interest, be reconstituted with members of council who do not wish to be reappointed.
- 3.2 The Council is comprised of seven (7) paramedic representatives as Council members pursuant to the By-laws of the College.
- 3.3 The Appointments Committee shall be guided by the attributes matrix approved from time to time by the Council and will ensure that all candidates possess the required competencies that will fill a void in overall Council mix
- 3.4 The Appointments Committee will endeavor to appoint candidates having regard for diversity, inclusion, geography, experience and skills.
- 3.5 The Appointments Committee should be mindful of limitations placed on some candidates who but for specific identifying factors (such as systemic barriers to education, employment, or opportunity) may limit the candidates experience and opportunities for growth.

4.0 **PROCEDURE**

- 4.1 The Appointments Committee will solicit an Expression of Interest (notice of appointment) for candidates for the position of Paramedic Representative in January of each year if needed.
- 4.2 The notice for the expression of interest shall remain open for 30 days after posting.



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- 4.3 Current Paramedic Representatives will advise the Council Chair by December 31 if needed, of their intention to have their name stand for another term on Council.
- 4.4 Council paramedic members who wish to serve another term of office will submit their expression of interest for the Council appointment process and be subject to the same review process as all other applicants.
- 4.5 Interested candidates must submit an expression of interest and a current resume by the deadline communicated in the notice.
- 4.6 Candidates will be reviewed by the Appointments Committee to ensure the candidate meets the eligibility requirements set out in the Bylaws. Candidates who do not meet the requirements will not be considered for Council positions.
- 4.7 All remaining candidates will be required to participate in an information session on Council role, responsibilities, and council committee responsibilities and sign a declaration that they have attended the information session, that the requirements of the position are understood, and are committed to fulfill the requirements of the position.
- 4.8 Candidates who do not participate and comply with the requirements in policy statement 4.7 will not be allowed to stand for appointment.
- 4.9 The nomination statement from the candidates must include a description of how their skills and knowledge will support the mandate of the College and align with the role of Council.
- 4.10 The Appointments Committee will review all expressions of interest and, depending on the volume of candidates received to create a short-list of candidates to be interviewed.
- 4.11 The Standard Operating Procedure developed by the Appointment Committee will be used by the committee.
- 4.12 Where a vacancy arises in relation to a Paramedic representative, and where the vacant term is greater than six months remaining, the Appointments Committee may appoint a new member in accordance with college bylaws.
- 4.13 There is no appeal mechanism in the Appointment process. All decisions of the Appointments Committee are final.
- 4.14 The Appointments committee will review the appointments, contact all candidates, and inform them of the results.
- 4.15 Registrants of the College will be informed of the appointments after all candidates have been notified.



Appendix A

CPMB Attributes Matrix

Appointment Committee Member:		Date:																				
CANDIDATE NAMES	PROFILE INFORMATION								EXPERIENCE							REQUIRED COMPETENCIES						
	GENDER	ETHNIC/CULTURAL DIVERSITY	PERSON WITH DISABILITY	INDUSTRY KNOWLEDGE (TYPE)	YEARS OF EXPERIENCE	EDUCATION / TRAINING	CURRENT FIELD OF EMPLOYMENT	PROVINCIAL ZONE: WPG / E / PMH / SOUTHERN / NORTHERN / OTHER	PROFESSIONAL REGULATION	BOARD / GOVERNANCE	FINANCIAL / ACCOUNTING	BUSINESS	GOVERNMENT / GOVERNMENT RELATIONS	LEADERSHIP	MEDIA RELATIONS / COMMUNICATIONS	QUALITY IMPROVEMENT / SAFETY	SOUND JUDGEMENT	INTEGRITY	CREDIBILITY	ANALYTICAL / DECISION MAKING SKILLS / CRITICAL THINKING	COMMITMENT TO ROLE	FOCUS ON PUBLIC INTEREST
3 - Exceeds; 2 - Fully Meets 1 - Partially Meets; 0 - Does Not Meet <i>*Scoring applies to Experience and Required Competencies sections only</i>																						



Appendix B

Expression of Interest Form: Paramedic Member of Council

Please complete the form below and include the form and your resume when submitting.

I, _____ am expressing interest for the position
(please print name) of paramedic representative, College of
Paramedics of Manitoba

Signature: _____ Date: _____

Personal Statement

The up to 500-word statement is your opportunity to share why you are interested in the position and the competencies you will bring to the role. This document must be submitted along with the nomination form by XXX date



Self Declaration

I declare that I do not have a conflict such as:

- A circumstance of a private or personal interest sufficient to appear to influence the objective exercise of official duties.
- A member of my immediate family or a business partner who has a direct or indirect financial interest in an Operations matter of the College.

I agree to identify if I have a pre-existing or work related or personal relationships amongst council members or with staff of the College.

Signature: _____ Date: _____

Completed Form

Please scan and email form and current resume to admin@collegeparamb.ca by the deadline set by the Appointments Committee.