



College of Dietitians of Ontario

Ordre des diététistes de l'Ontario

Election Guide

Introduction

Serving on CDO's Board of Directors is a rewarding experience and an opportunity to provide a meaningful contribution to regulating the Ontario dietetic profession in the public interest. The purpose of this election guide is to provide registrants with information about the application and screening process for CDO elections. After reviewing this guide, registrants will understand how the election process works, what to expect and what is expected of them.

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The election process

Each year, registrants are elected to the board by the members of the profession. Elected registrants serve a three-year term beginning on the first day of the June board meeting (first meeting of the term) and ending after three years on the day before the first meeting of the term.

The College is gradually reducing the number of professional directors elected to the board to 6 by 2025. Aligning with regulatory best practices, this change is anticipated to create parity between the number of elected professional directors and appointed public directors to achieve a balanced public-professional perspective.

Prior to 2024, registrants were elected to the board from one of seven geographical districts. As of 2024, professional directors will be elected from a single, Ontario-wide electoral district. Geographical and practice diversity remain important factors in board composition and have been incorporated into the board's [Competency and Attribute Framework](#). This framework identifies the desired mix of knowledge, skills and experience needed by the board to support the work of the College.

After you submit your application form and successfully complete the orientation module and assessment, the information you provided will be screened against the eligibility requirements.

All applicants will be notified of their screening results and will be provided with an explanation if their application did not meet the eligibility requirements.

Applicants who meet the eligibility requirements will be considered candidates for the election. Information about the candidates, including names and statements (as provided in application), will be available on CDO's website and accessible through the election ballot.

Candidates wishing to withdraw from the election can do so at any time, however, it is preferable that this happen before the voting period begins.

Election date and voting

Annual board elections are held on the third Wednesday in April. Registrants who are [eligible to vote](#) will receive a ballot by email 30 days before the election date, along with information about the candidates and voting instructions. Following the election, candidates will be notified of the results. The results will then be made public on our website and social media channels.

Key election dates – 2024

Call for applications begins	January 18
Application period	January 18 – February 16
Candidates notified of application screening results	March 3
Deadline to withdraw election candidacy	March 13
Voting period	March 18 – April 17
Voting deadline	April 17 at 5pm
Term begins	June 20

Eligibility Criteria

The eligibility requirements for election to the board are set out in [bylaw 1 section 3.10](#).

1. You are either engaged in the practice of dietetics in Ontario or if you are not engaged in the practice of dietetics, you principally reside in Ontario.
2. You have a general class certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all registrants of the class.
3. You are not in default of the payment of any fee payable to the College.
4. You are not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.

5. Your certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees.
6. You have not been found to have committed professional misconduct by CDO's Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession.
7. You have not been disqualified by the Board of Directors in the three years preceding the date of the election as a result of a breach of a code of conduct or policy on conduct approved by the Board of Directors or a breach of the conflict of interest provisions of bylaw 1.
8. You do not have a notation on the College register of a finding of professional negligence or malpractice made against me.
9. You are not the subject of a charge under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).
10. You do not have a notation on the College register of a finding of guilt made by a court with respect to any offence.
11. You do not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.
12. You are not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue.
13. You are not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.
14. You have not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding six years.
15. You are not a member of the Board of Directors or council of any other RHPA college.
16. You are not an employee of the College and has not been an employee of the College within the previous two years.
17. You are not an applicant for employment at the College and have not applied for employment at the College within the previous year.

18. You are not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the bylaws of the College.
19. You successfully completed the College's current training program relating to the duties, obligations and expectations of Board of Directors and committee members.
20. You are not party to a legal proceeding against the College.
21. You do not hold a position that would cause you, if elected as a director, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.
22. You do not, and did not within the previous three years, hold a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians.
23. You have not served nine consecutive years as a director and/or committee appointee. If you have served nine consecutive years as a director and/or committee appointee, at least three calendar years have passed since you last served in either of these positions.

Overview of Positions and Time Commitments

Board director

The Board of Directors provides strategic and policy direction for the College. It makes decisions to protect and promote the public interest, as set out in the [Regulated Health Professions Act, 1991](#). Management carries out the board's direction and the day-to-day work of the CDO, which is overseen by the Registrar & Executive Director.

Board director position summary:

- Serve on the board and approximately 2 – 3 committees as required.
- Prepare for meetings in advance by reading materials and coming prepared to participate meaningfully in the discussion.
- Acquire and apply a working knowledge of the statutory requirements, terms of reference and policies related to any committee work.
- Develop and maintain knowledge of the regulatory framework of the CDO and current issues facing the board.
- Be available for meetings and attend them.
- Raise issues in a respectful manner that encourages open discussion.

- Demonstrate independent judgment through a willingness to voice concerns, take an independent stand or share an alternative idea.
- Acquire and apply a working knowledge of health system issues relevant to the role and raise matters to the board for awareness and action as needed.
- Publicly support the decisions of the board.
- Redirect matters to CDO staff as appropriate.
- Understand and abide by the legislation, regulations, bylaws and policies that govern the board.
- Recognize conflicts of interest and withdraw from board and committee work as appropriate.
- Participate in required orientation and educational activities.
- Participate in board evaluations.

Time commitment: 20-25 days per year*

**Includes committee participation, meetings and prep time.*

Committee Appointee

Committees play an important role in furthering CDO's public protection mandate. They support the work of the board by developing and recommending policies and serve a legislative role by making decisions on registration, quality assurance, and conduct matters. Committees are composed of board directors and committee appointees.

Committee appointees are RDs who are not members of the board, who have been appointed to specific committees and bring additional knowledge, skills, experience and perspectives. Committee appointees have a fiduciary duty to CDO and are expected to act in good faith in fulfilling the mandate of the College.

Supporting CDO's work as a committee appointee is an excellent way to participate in the regulation of dietetic practice in Ontario and develop transferrable skills. Committee appointees are appointed for three-year terms and can serve a maximum of nine consecutive years as a committee appointee or board director.

Committee appointee position summary:

- Serve on 1 – 2 Committees as required
- Understand and comply with the College's governing legislation, bylaws, and governance policies including the board Code of Conduct.
- Acquire and apply a working knowledge of the statutory requirements, mandate, policies and rules that apply to the committee.

- Contribute constructively to committee deliberations and proceedings. Respect the perspective and input of other committee members.
- Arrange their schedules to facilitate attendance at committee meetings. Prepare for meetings in advance by reading materials and coming prepared to participate meaningfully in the discussion or proceeding.
- Raise issues in a respectful manner that encourages open discussion and contributes to an atmosphere of equity, diversity, inclusion and belonging. Support good due diligence and decision-making by voicing constructive concerns, asking for more information if necessary and exercising independent judgement.
- Participate in required orientation and educational activities.
- Participate in committee evaluations.

Time commitment:

Committee	Meeting details	Prep time
Executive Committee	Four, half-day virtual meetings per year	½ day
Registration Committee	Six, full-day, virtual meetings per year	Full day
Quality Assurance Committee	20 meetings per year <ul style="list-style-type: none"> • Three – full-day, virtual • 17 – two hour panel virtual 	½ to full day
Inquiries, Complaints & Reports Committee	Eight meetings per year <ul style="list-style-type: none"> • Seven – one to two-hour virtual • One – full-day, virtual 	Full day
Discipline & Fitness to Practice Committees	Meetings as needed based on hearings requirements	Varies
Patient Relations Committee	Meets as needed	Varies
Professional Practice Committee	Four meetings per year <ul style="list-style-type: none"> • One – full-day, virtual • Three – ½ day virtual 	½ day
Audit Committee	One to two meetings per year <ul style="list-style-type: none"> • Two-hour, virtual 	½ to full day
Election Committee	Meets as needed	Varies
Registrar Performance & Compensation Review Committee	Two meetings per year, virtual	½ day
Governance Committee	Four, half-day virtual meetings per year	Varies

Position receives remuneration and paid expenses.

Item Writer

Item writers are subject matter experts who support the maintenance of CDO assessments by developing test questions. Item writers make an impact on dietetic practice by developing assessment items that help dietitians identify areas of practice improvement and drive continuous professional development. Your contributions will directly influence dietitian growth and quality improvement across practice areas.

These opportunities provide RDs with a chance to network, develop test item writing skills and apply their dietetic knowledge to contribute to the regulation of the profession.

Item writer position summary:

- Attend a comprehensive training session.
- Review, revise and write new assessment questions.

Time commitment: approximately 4 days

Position receives remuneration and paid expenses.

PBA Interviewer

RDs serve as interviewers for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PBA is also used to assess the knowledge, skills and competence of internationally educated nutritional professionals seeking registration in Ontario and to demonstrate currency for former dietitians. It is designed to assess whether applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

PBA interviewer position summary:

- Attend a comprehensive training session.
- Administer the oral case questions online to two PBA candidates.

Time commitment: approximately 2 days

Position receives remuneration and paid expenses.

PBA Assessor

RDs serve as assessors for CDO's online Performance Based Assessment (PBA), which is the final stage of the Prior Learning Assessment and Recognition (PLAR) process. The PBA is also used to assess the knowledge, skills and competence of internationally educated nutritional professionals seeking registration in Ontario and to demonstrate currency for former dietitians. It is designed to assess whether applicants meet the entry level competence requirements to practice dietetics safely, ethically and competently within the Canadian context.

PBA assessor position summary:

- Attend a comprehensive training session.
- Complete up to six assessments of PBA candidate responses for your area of practice (written and oral responses).
- Discuss assessment findings with CDO.

Time commitment: approximately 3-7 days

Position receives remuneration and paid expenses.

Learning Diary Assessor

Learning diary assessors assess professional development learning activities and practice hours over to determine an RD's ongoing competence in an area of dietetic practice.

Learning diary assessor position summary:

- Attend a comprehensive training session.
- Conduct thorough evaluations of learning diaries.
- Articulate concepts and implications for future dietetics practice.
- Verify the effective linkage of learning outcomes to integrated competencies.
- Prepare a report summarizing findings.

Time commitment: approximately 2-4 days

Peer and Practice Assessor

Peer and practice assessors evaluate the practice, ethical behaviour and overall professional performance of RDs. This assessment is used to identify and mitigate the risk of harm in professional practice.

Peer and practice assessor position summary:

- Facilitate peer-to-peer learning opportunities to share best practices in risk mitigation within the dietetic community.
- Assess the practices of dietitians to identify potential risks to the clients, ensuring that the delivery of nutrition services aligns with established safety standards.
- Collaborate with assessed dietitians to develop strategies for mitigating identified risks and enhancing the overall safety of their practice.
- Emphasize and evaluate adherence to ethical principles in dietetic practice, particularly related to client safety, confidentiality and informed consent.

- Encourage a culture of continuous learning, where dietitians actively seek opportunities for professional development.
- Maintain detailed records of risk assessments and mitigation strategies.
- Report findings to the Quality Assurance Committee.

Time commitment: varies

Position receives remuneration and paid expenses.

Completing the application

The application form contains six sections and takes approximately two hours to complete.

You must complete the application form in full to be considered an applicant for the election.

Application Form FAQs

Why does CDO ask whether I'm interested in being considered for other positions?

There are several ways registrants can be involved with CDO – not just as a board director. If you do not meet the board eligibility criteria or are not elected, there may be other opportunities for you to participate in the important work CDO does to protect the public interest. The work done by committee appointees, item writers and peer assessors, is critical in helping further the CDO's public protection mandate by ensuring that College programs and initiatives are aligned with dietetic practice today. The College relies on the professional knowledge and judgment of dietitians to help develop regulations, programs and policies for the delivery of safe, ethical and quality dietetic service to protect the public.

Participating with CDO will support your professional development by aiding in the formation of new skills, knowledge and expertise. CDO offers committee members valuable training on an annual basis in areas such as governance, meeting facilitation, EDI and more.

What should and shouldn't I include in my applicant statement?

Your applicant statement is your opportunity to introduce yourself to registrants who will be voting in the election. All board directors are responsible for making decisions in the public interest.

What you should include:

- Reason(s) for wanting to serve on the Board of Directors
- Commitment to public protection
- Professional achievements and contributions

What you shouldn't include:

- Promoting or advocating for the self-interest of the profession
- Libelous or slanderous comments
- Negative criticism of other candidates
- Promises or commitments to changing CDO bylaws, regulations, practice standards, etc.

How do I submit my application?

Completed application forms must be submitted by email to governance@collegeofdietitians.org by February 16, 2024. Only applications completed in full and submitted by the deadline will be accepted.

Competency and Attribute Framework

Good governance is the foundation for effective regulation and public trust. CDO's Board of Directors collectively possess a range of competencies and attributes which enable evidence-informed decision-making in the public interest.

The Competency and Attribute Framework identifies the knowledge, skills, experience and individual qualities for board directors and is used to screen applicants for election eligibility.

For the 2024 election, applicants will only be screened against the core competencies and attributes. The core competencies and attributes are critical in ensuring that board members have a clear understanding of CDO's public protection mandate, are able to effectively participate in CDO work, can assess and evaluate information and can work collaboratively with colleagues and staff.

Competency and Attribute Framework FAQs

How can I explain how my competencies were developed in the Board Core Competency and Attribute Framework Self-Assessment?

To answer this question, consider the competency in question as you reflect on your past achievements, experiences and challenges. Explain what you have done to become proficient in the competency. You can also highlight how you are improving on the competency through projects, tasks or education.

How can I explain how I use my competency in the Board Core Competency and Attribute Framework Self-Assessment?

To answer this question, consider the competency as you reflect on specific and concrete examples of how it is used at work, in volunteer positions or in your personal life to achieve positive outcomes or solve problems.

Orientation module and assessment

Applicants are required to review the orientation module and successfully complete the assessment. Completion of the orientation module and assessment takes approximately one hour to complete. There is no limit to the number of times you can take the assessment.

The purpose of the orientation module is to provide individuals who are interested in serving on the Board of Directors or as a committee member with a greater understanding of the roles, requirements and responsibilities of the College, its board and committees, as well as the role they play in the healthcare system.

The orientation module is available [here](#). The link to the assessment can be found at the end of the module.

Conflict of Interest

A conflict of interest occurs when a board member has multiple interests which may influence their decision making. Conflicts of interest pose risks to organizations when the judgement or actions of board members are influenced by other interests. Conflicts of interest can distort decision making which can undermine the credibility of boards and organizations.

Conflict of interest FAQs

If I have a current affiliation with an association related to dietetics, does this mean I am not eligible to run in the election?

You may be eligible to run in the election if you have an affiliation with an association related to dietetics. When completing the conflict of interest questionnaire, provide as much detail as possible about your affiliations so your application can be accurately assessed.

I'm not sure whether I have a conflict of interest, what should I do?

If you are unsure whether you have an actual, potential or perceived conflict of interest, describe the situation in the space provided on the conflict of interest questionnaire (section 3 of the application form). Your response will be reviewed and you may be contacted to provide

additional details to determine whether a conflict of interest exists that would make you ineligible to run in the election.