



Application Form 2024 Board Elections

Thank you for your interest in serving on CDO's Board of Directors. Before beginning your application, please review the Election Guide for detailed instructions on the application, screening and election process.

Before you begin completing the application, please download and save the file to your computer and then open it using Adobe Reader. If you complete the form in your web browser, your answers may not be properly saved.

The application includes six sections and will take approximately one to two hours to complete. Only applications completed in full and submitted by the deadline will be accepted.

Email your completed application form to governance@collegeofdietitians.org. If you have any questions, please contact us.

The deadline to apply as a candidate for the election is February 16, 2024.

Section 1: Applicant Information

Section 2: Self Declaration of Eligibility

Section 3: Conflict of Interest Questionnaire

Section 4: Declaration of Commitment and Understanding

Section 5: Applicant Statement

Section 6: Board Core Competency and Attribute Framework Self Assessment



Section 1: Applicant Information

First and last name:

Registration Number:

Email:

If you do not meet the eligibility criteria or are not elected, are you interested in being considered for any of the following positions with CDO? (Check all that apply)

- ☐ Committee appointee
- ☐ Item writer
- ☐ PBA interviewer
- ☐ PBA assessor
- ☐ Learning diary assessor
- ☐ Peer and practice assessor

If you are interested in any of the above positions, please include a copy of your resume when you submit your application form. Your resume will not be reviewed as part of the screening process for the election. Your resume will only be reviewed to determine your suitability for the positions listed above.

You are required to review CDO's orientation module and successfully complete the orientation assessment.

- ☐ I have reviewed CDO's orientation module
- ☐ I have successfully completed the assessment

Please enter the code you received after successfully completing the orientation assessment:



Section 2: Self Declaration of Eligibility

The eligibility requirements for election to the Board are set out in bylaw 1 section 3.10. Please carefully review the following criteria and check all that apply.

- ☐ I am engaged in the practice of dietetics in Ontario or I am not engaged in the practise of dietetics, but I principally reside in Ontario.
- ☐ I have a general class of 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.
- ☐ I am not in default of the payment of any fee payable to the College.
- ☐ I am 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.
- ☐ My 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.
- ☐ I 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.
- ☐ I 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.
- ☐ I do not have a notation on the College register of a finding of professional negligence or malpractice made against me.
- ☐ I am not the subject of a charge under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).
- ☐ I do not have a notation on the College register of a finding of guilt made by a court with respect to any offence.
- ☐ I 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.



- ☐ I am not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue.
- ☐ I am not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.
- ☐ I 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.
- ☐ I am not a member of the Board of Directors or council of any other RHPA college.
- ☐ I am not an employee of the College and has not been an employee of the College within the previous two years.
- ☐ I am not an applicant for employment at the College and have not applied for employment at the College within the previous year.
- ☐ I am 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.
- ☐ I successfully completed the College's orientation module and assessment relating to the duties, obligations and expectations of Board of Directors and committee members.
- ☐ I am not party to a legal proceeding against the College.
- ☐ I do not hold a position that would cause me, 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.
- ☐ I 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.
- ☐ I have not served nine consecutive years as a director and/or committee appointee or I have served nine consecutive years as a director and/or committee appointee but at least three calendar years have passed since the last year I served in either position.



Section 3: Conflict of Interest Questionnaire

All registrants applying as a candidate for election to the Board of Directors or appointment to a committee must complete and sign this conflict of interest questionnaire.

A conflict of interest exists if you have a personal, professional or financial interest or relationship that may affect your judgement, impartiality or ability to fulfill your duties to the College. A conflict of interest may be real or perceived, actual or potential, or direct or indirect.

A conflict of interest could arise with respect to personal or professional relationships or affiliations, including but not limited to:

- Participation on Boards or committees
- Activity within professional associations
- Involvement with educational institutions or dietetic training programs
- Personal or family relationships with groups or organizations
- Current or past sponsorships with companies/organizations

For more information about conflicts of interest, please review bylaw 1 section 16.

Please select one of the following:

- ☐ I **do not have** any actual, potential or perceived conflicts of interest.
- ☐ I **have** an actual, potential or perceived conflict of interest.
- ☐ I am **unsure** whether I have an actual, potential or perceived conflict of interest.

If you have an actual, potential or perceived conflict of interest or are unsure if you do, please describe the situation below.

Past and Current Affiliations

While participating in or interacting with professional associations or advocacy groups is not prohibited, it is crucial to assess these relationships and take steps to identify and manage any actual, potential or perceived conflicts.



To assist CDO with identifying any potential conflicts of interest, please list all your past and current affiliations with associations, organizations or companies including those related to your employment and volunteer activities.

Organization/Association/Company	Role/Relationship	Start Date	End date (if applicable)

- ☐ I declare that I do not have any actual or potential conflicts of interest or that I have listed above all actual or potential conflicts of interest that are known to me. I understand that determining whether I am eligible to stand for election or be considered for a position as a committee appointee, including whether I have any competing interests, will be at the sole discretion of the College.



Section 4: Declaration of Commitment and Understanding

Being part of the Board requires a significant time commitment and flexibility in your schedule to accommodate meetings during regular business hours and other College obligations. Before completing this section, it is important that you review and understand the commitment that will be expected of you if you are elected to the Board.

Determining whether an applicant is eligible to stand for election or be considered for a position as a committee appointee is at the sole discretion of the College.

Check all that apply:

- ☐ I declare that I am prepared to commit the time and energy necessary to effectively participate on CDO's Board of Directors and/or committee(s).
- ☐ I declare that I have discussed the time commitment with those who may be affected, such as my employer and family, and that they support the time commitment that will be required to participate in CDO work.
- ☐ I understand that determining whether I meet the eligibility requirements, including whether I have any competing interests, will be at the sole discretion of CDO.
- ☐ I declare that the information I provided is complete and true to the best of my knowledge and belief.



Section 5: Applicant Statement

Please use the space below to explain why you want to run in the election and outline your knowledge, skills, experience, attributes and commitment to public protection, as well as any achievements and professional contributions that qualify you for a position on the Board. You can refer to the Competency and Attribute Framework for more information about the knowledge, skills, experience and attributes that support the work of the Board.




Your application statement cannot promise or commit to changing CDO bylaws, regulations, practice standards, policies or practices. The statement cannot promote or advocate for the interest of the profession or other organizations.

If you meet the eligibility requirements for the election as determined by the Governance Committee, this statement will be posted on our website exactly as submitted.

Your statement can be no more than 300 words.



Section 6: Board Core Competency and Attribute Framework Self-Assessment

<p>Competencies: things that you bring</p> <p> Knowledge: things that you understand (theoretical or practical)</p> <p> Skills: things that you can do</p> <p> Experience: things that you have done</p>	<p><u>Core</u> All Board directors must have.</p> <p><u>Preferred</u> Ideally all Board directors have, but not a requirement, can be learned.</p> <p><u>Specific and general</u> A select number of Board directors should have.</p>
<p>Attributes: things that you are</p>	



Competencies

Core	
Technology	Familiar with and comfortable using technology for College work. Able to work effectively in a remote/hybrid environment.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Public Interest/Public Service	Experience protecting and acting in the public interest. Understanding and passion for the CDO's mandate.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Evidence-Based Decision-Making	Able to find, critically assess, interpret, synthesize, and evaluate information.
	Able to practice independent and objective decision-making in a timely manner.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Strategic	Able to think strategically and further the mandate of the CDO by adapting to changing situations, responding to issues, planning, and evaluating progress. Understands the difference between strategic and operational decisions.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Critical Thinking/Problem Solving	Able to evaluate complex issues to reach solutions and considers whether there is a better, or more efficient option.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Equity, Diversity, Inclusion, and Belonging	Awareness of structures of power and how they contribute to inequality. Understanding of how implicit, explicit, and structural biases influence regulation. Prioritize creating equitable and inclusive environments and contributes to an atmosphere of belonging. Able to apply EDI-B knowledge to deliberations and decision-making.
	<i>Do you meet this competency?</i> Yes No
	<i>If you meet this competency, how was it developed?</i>
	<i>If you meet this competency, how is this competency used?</i>
	<i>If you do not meet this competency, are you willing to learn?</i> Yes No



Attributes

Core	
Collaborative	Prepared to listen to and work towards consensus in partnership with others. Understand the importance of building strong working relationships within the Board and staff, registrants and systems partners.
	<i>Do you have this attribute?</i> Yes No
Committed	Available to perform the College's work and play an active role on the Board. Includes providing timely responses to CDO communications, and adequately preparing for and attending meetings for the Board and committees.
	<i>Do you have this attribute?</i> Yes No
Self-Aware	Able to understand and manage emotions, especially when faced with conflict and confrontation. Have a clear understanding of personal strengths and areas for growth. Able to recognize biases and potential conflicts of interest and understand the consequences of each. Committed to continuous development and improvement to support governance and regulatory excellence. Open to reflection, feedback, and opportunities to learn, relearn, and unlearn.
	<i>Do you have this attribute?</i> Yes No
Effective communicator	Able to convey information and express opinions clearly and succinctly in a way that is receptive and responsive to the audience.
	<i>Do you have this attribute?</i> Yes No