



Application Form 2024 Committee Appointments

Thank you for your interest in serving on a CDO committee. Before beginning your application, please review the [Appointment Guide](#) for detailed instructions on the application process.

Before you begin completing the application form, 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 four sections and will take approximately 30 minutes to complete. Only applications completed in full and submitted by the deadline will be accepted.

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

The deadline to apply is April 25, 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 1: Applicant Information

First and last name:

Registration number:

Email:

Committees of interest (check all that apply):

- Quality Assurance Committee
- Inquiries, Complaints and Reports Committee
- Registration Committee
- Governance Committee
- Professional Practice Committee

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

- Item writer
- PBA interviewer
- PBA assessor
- Learning diary assessor
- Peer and practice assessor

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 a Committee are set out in bylaw 1 section 3.10. Please carefully review the following criteria and check all that apply.

- I practice dietetics in Ontario or I 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 do not have a notation on the College register of a charge in relation to any offence.
- 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 appointed to a committee, 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 other Boards or committees
- Activity within professional associations, including those that advocate on behalf of the interests of dietitians
- Involvement with educational institutions or dietetic training programs
- Personal or family relationships with groups or organizations, including those that relate to dietetics or the College
- Current or past sponsorships with companies/organizations, including those that relate to dietetics or the College

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

Determining whether an applicant is eligible to 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 a CDO committee.
- 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.