

DATE: July 2, 2024

RE: **2024 Nominations Committee Report**

Please find attached the 2023-2024 election cycle Nominations Committee Report, prepared and submitted on behalf of the Nominations Committee (the Committee). The Committee undertook the recent College of Applied Biologists (the College) Board candidate recruitment, selection, and nomination processes this spring. Nominees were elected to Vice Chair and Board Member positions on March 21, 2024 and began their terms as of the Annual General Meeting on April 4, 2024. As noted in this report, the Committee's work on nominations began in the fall of 2023. The Committee was stood down as of the completion of the election cycle.

All of those involved in the year's nominations process noted potential improvements we could recommend to the Board as the nominations process unfolded. These improvements are noted in the attached report. The Committee made reasonable and best attempts to include at least one more nominee than the number required and attempts resulted in dozens of interactions.

Key to the Committee's success were Committee members Chelsea Regina, RPBio; Elizabeth Ashby, RPBio; Thea Warren, RPBio; Kat McGlynn, RBTech; and Lay Member Eric Shapiro. We were ably supported by consultant Judith Cullington and College staff. Without this team my responsibility as chair would have been impossible to fulfill. This was a great team effort from everyone - the expertise, skills, and enthusiasm they brought to the table were invaluable.

It was an honour for me to complete my work as Past Chair of the College with these dedicated Committee and staff members.

Best,



Alexandra de Jong Westman, RPBio
Nominations Committee chair
Past Chair, College of Applied Biologists

Nominations Committee 2023/24 Final Report

Report to Board

Pursuant to the *Professional Governance Act* (PGA), the Nominations Committee is responsible for administering the nomination of registrants who are qualified to be nominated for election to the Board in accordance with the process and selection principles referred to in section 25 (1) of the Act, in the Regulations, and in the bylaws. The Nominations Committee is responsible for conducting a fair, impartial and transparent election process. It must make all reasonable efforts to ensure candidates on the ballot represent the diversity as articulated in [Policy 3-100](#).

Four members of the committee – three registrants and one Lay committee member -- and the chair were appointed in June 2023 and an additional, returning registrant committee member was appointed in September 2023. Potential candidates were identified and contacted through individual solicitation by committee members, broadcast emails on the College’s communication platforms, and social media posts.

Table 1 – Potential nominees data, 2023-24 | * one nominee withdrew prior to the screening stage

Year	Registrants Contacted	Applications Submitted	Nominees Qualified	Positions Filled
2023	40	2	2	2
2024	23	7	6*	3

Key Deliverable:

- 🌐 A fair, transparent and impartial Board election process in compliance with all statutes, bylaws and policies – ✓

The 2023 Board Elections process was compliant with the *Professional Governance Act*, the Professional Governance Regulation, the College bylaws, and Policy 3 - 100 and produced a ballot of candidates that had been fairly evaluated by members of the Committee. The process was free from influence from Board or other bodies.

Duties and Responsibilities:

- 🌐 Use gap analysis of Board vacancies to identify needs and guide evaluation of potential nominees – ✓

The College Board conducted a self-assessment of competencies in September 2023. The Nominations Committee used the Board Member self-assessment to develop a gap analysis to identify potential candidates and qualify them for the ballot.

- 🌐 Solicit potential nominees for election to Board – ✓

College registrants were made aware of the opportunity to apply through *College Matters*, *College Connections*, emails and social media; they were informed about the Board positions that were available and the commitments required of potential Board Members through posting of terms of reference and position profiles. In addition to the number of registrants contacted in the table above, the College also sent a notice on behalf of the RBTech member of the Committee to an additional 189 RBTech and ABT registrants.

- 🌐 Identify and contact potential nominees to determine their willingness to be nominated for election to Board – ✓

The Nominations Committee reached out directly to 23 individuals as potential candidates. Seven people applied for a position on the Board and six were qualified for the ballot. One applicant withdrew their application prior to the screening stage.

- 🌐 Make a reasonable attempt to include in the list at least one more nominee than the number required to fill the current or expected vacancies on the Board – ✓

Nominations Committee members qualified sufficient applicants to ensure registrants were elected to both the Vice Chair and Board member roles without acclamation.

- 🌐 Evaluate potential nominees based on the previously identified criteria, the completed profile and declaration form, and the requirements in the governing statutes – ✓

The Nominations Committee received seven applications for the Board. The committee reviewed and screened six applicants. One applicant withdrew their application prior to the screening stage due to a change in professional circumstances. Remaining applicants that met the criteria were then interviewed and vetted through reference checks. Interviews and reference checks allowed the Committee to confirm stated competencies and ensure that candidates met the needs of the Board as identified in the gap analysis. Six applicants were qualified as candidates.

- 🌐 Advise Board of its nominees – ✓

The Committee recommended that two candidates should stand for election for the Vice Chair position and that four candidates should stand for election for the two available Board Member positions. One candidate for the Vice Chair was a sitting Board member which created an additional vacancy.

- 🌐 Implement recommended changes from 2023 report – ✓

The nominations process in 2023/24 adopted several key recommendations from the 2022/23 Nominations Committee report, including:

- 🌐 Revise eligibility requirements for Vice Chair position so that more registrants can meet the requirements
- 🌐 Start the application window earlier so that the application deadline doesn't overlap with the December/January holiday season when registrants may be focused on other things

- 🌐 Provide a link on the Prospective Nominee form to the Office of the Registrar of Lobbyists of BC
- 🌐 Add declaration to Prospective Nominee form regarding any current or past disciplinary actions against the registrant by the College or any other regulator (this addition is to be in alignment with the nominations processes of other regulators under the Act)
- 🌐 Revise position profiles to include more detailed breakdown of how Board Members' time is used.

Outcomes:

The Committee succeeded in its statutory mandate to operate a fair, transparent and impartial election that was compliant with the Professional Governance Regulation. The Committee contacted 21 potential nominees, interviewed seven registrants, and qualified six registrants for the ballot. It furthermore compiled the following recommendations for future elections that may be added to Policy 3 – 100 with the approval of Board.

Recommendations for the next nomination and election processes are:

- 🌐 Clarify procedure for when a mid-term Board member applies to run for Vice Chair
- 🌐 Develop a brief document for prospective applicants that outlines the benefits of volunteering on the Board (eg. CPD, professional growth, influencing the profession, etc.)
- 🌐 Explore multimedia (video or print) testimonials from Board members (past and present) to give prospective applicants an alternative insight into volunteering
- 🌐 Revise recruiting script include some responses to questions from prospective applicants related to other statutory functions