



# Non-Council Committee Member Application Guide

COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Protecting The Public

The College of Dental Technologists of Ontario (CDTO) is the regulatory body for dental technologists in the province. The College exists to ensure the competency and accountability of Dental Technologists practising in the province of Ontario. The College is run by a Council, made up of both elected professional members and members of the public, which sets the College's strategic direction. The Council's work is supported by seven statutory and standing committees.

## Why apply to be a non-Council committee Member?

Committees are composed of Council members and Registered Dental Technologists (RDTs) who are not on Council. The involvement of RDTs in the work of the College is critical and valued. As a non-Council committee member (NCCM), you will bring your insight and expertise in the dental technology profession to the decision-making table. Over a two-year term, you will enhance your understanding of the inner workings of College governance and processes, have an impact on how your profession is regulated and help shape the future of the profession. Becoming an NCCM is not only an opportunity to take part in important discussions but to learn new skills and become a leader in the profession.



## Committee Descriptions and Time Commitments

The College is seeking five NCCMs to sit on four different committees. The table below provides a brief description of: the duties and responsibilities of each committee, the minimum number of NCCM positions required and the estimated number of meetings required per year. Meetings generally take place virtually and in-person, however it is anticipated that most meetings will be virtual for 2021, and will last no more than half a day on average. Committee members will receive meeting materials in advance to prepare for the meeting.

<b>Committee Description</b>	<b>Estimated frequency of meetings and minimum # of NCCMs required</b>
<p><b>Inquiries, Complaints and Reports Committee</b></p> <p>This Committee will conduct all investigations of member-specific concerns and will handle all complaints and reports of professional misconduct, incompetence, and incapacity. It is expected that ICRC will keep a centralized internal record of all such inquiries and their results, and will consult this record in all future investigations so that it is fully aware of the history of concerns about that member.</p>	<p>At least once a year</p> <p>1 NCCM</p>
<p><b>Discipline Committee</b></p> <p>Panels of this Committee are responsible for hearing and determining allegations of professional misconduct or incompetence referred to it by Inquiries, Complaints, and Reports Committee. Discipline hearings are open to the public. Proceedings against a member before the Discipline Committee panel are based on rules of administrative law and rules of natural justice. Based on evidence submitted, the panel must arrive at a decision and determine a penalty if a dental technologist is found to be guilty.</p>	<p>Meet as required</p> <p>2 NCCMs</p>
<p><b>Quality Assurance Committee</b></p> <p>This Committee is responsible for developing and implementing an approved Quality Assurance Program that promotes continuing competence of dental technologists and ensures quality of practice for the profession. The Committee monitors member's participation in professional development. The Committee also reviews assessment reports to ensure that members have sufficient knowledge, skills and judgement.</p>	<p>Meet 3-5 times a year</p> <p>1 NCCM</p>
<p><b>Examinations Committee</b></p> <p>The Examinations Committee is responsible for developing, approving and administrating fair and consistent Registration Examinations which provide a reliable and valid measure of the candidate's competency in knowledge, skills and ability for the practice of dental technology in Ontario. The Committee determines eligibility of examination applicants referred by the Registrar and reviews examination appeals by applying transparent, fair and consistent policies and procedures. The Committee also oversees the Examination Task Force and the Written Examination Task Force.</p>	<p>Meet 2-3 times a year</p> <p>1 NCCM</p>



## Key Behavioural Competencies

**Continuous Learning** – Involves taking actions to improve personal capability, and includes the ability to quickly understand and apply information, concepts and strategies. Demonstrates an interest in continuous personal learning.

**Creativity** – Is generating new solutions, developing creative approaches, and implementing new approaches that lead to improved performance. It requires the ability to anticipate and lead change that contributes to organizational success.

**Effective Communication** – Is willing and able to see things from another person's perspective. Demonstrates the ability for accurate insight into other people's/group's behaviours and motivations, and responds appropriately. It is the ability to accurately listen, understand and respond effectively with individuals and groups.

**Experience and Knowledge** - Previous experience in governance work, either at a Council, committee or community level and current knowledge of the profession being governed.

**Inclusiveness/ Respectful of Diversity** - Understands and values differences in the values and norms of others and has the ability to apply this knowledge of the experience of diversity to deliberations and decision-making. Supports systemic change.

**Leadership** - Can lead others to solve problems, adapt and manage change, innovate and achieve results

**Planning & Initiative** – Recognizes and acts upon present opportunities or addresses problems. Displays effective use of time management skills. Is able to plan and organize workflow and meetings in an efficient manner to address the opportunity or problem.

**Professionalism/ Good Character** - Acts transparently with integrity, discretion, and humility to consider a range of perspectives and diverse ways of thinking to challenge the status quo  
**Relationship Building** – Is working to build or maintain ethical relationships or networks of contacts with people who are important in achieving Council-related goals and the College mission.

**Results Oriented** – Makes specific changes in own work methods or systems to improve performance beyond agreed standards (i.e., does something faster, at lower cost, more efficiently; improves quality; stakeholder satisfaction; revenues, etc.).



## Key Behavioural Competencies (CONT'D)

**Stakeholder Focused** – Desires to help or serve others, meeting the organization’s goals and objectives. It means focusing one’s efforts on building relationships, and discovering and meeting the stakeholders’ needs. Partnerships between internal colleagues within the College are essential to meet external stakeholders’ needs.

**Strategic Thinking** – Understands the implications of decisions and strives to improve organizational performance. It requires an awareness of organizational issues, processes and outcomes as they impact key stakeholders and the organization’s strategic direction.

**Teamwork** – Demonstrates cooperation within and beyond the Council or College. Is actively involved and “rolls up sleeves.” Supports group decisions, even when different from one’s own stated point of view. Is a “good team player”, does their share of work. Compromises and applies rules flexibly, and adapts tactics to situations or to others’ response. Can accept setbacks and change own immediate behaviour or approach to suit the situation. Is candid about opinions and raises justified concerns.

**Understanding of Governance/ Fiduciary Duties** - Understands the Council member’s role, fiduciary duties, good governance principles, and the stewardship responsibilities of a Council. Supports the provision of strategic direction. [Information can be found in the Governance Policy Manual].



## Remuneration and Expenses

Non-Council committee members are paid a pro-rated per diem of \$300.00 based on full-day meetings and preparation time. Out-of-pocket expenses, such as accommodations, meals and travel, are also reimbursed based on the College's travel and expenses policy.

## Eligibility

A Member is eligible for appointment to a Committee if, on the date of the appointment:

- The Member resides in Ontario
- The Member holds a certificate of registration in the General Class
- The Member is not in default of payment of any fees prescribed to the College
- The Member is not the subject of any disciplinary or incapacity proceeding
- The Member has not been the subject of any professional misconduct, incompetence or incapacity finding in the preceding three years
- The Member's certificate of registration has not been revoked or suspended in the preceding three years for any reason
- The Member's certificate of registration is not subject to a term, condition, or limitation imposed by the Discipline Committee or the Fitness to Practice Committee
- The Member has agreed to and does resign, before taking office, any position such as director, owner, board member, officer or Employee that the Member holds with a Professional Association
- The Member has not been disqualified from Council or a Committee within the preceding three years
- The Member is not a member of a council of any other College regulated under the RHPA;
- The Member is not currently and has not been for the previous year an employee of the College
- The Member is not in any default of returning any required form or information to the College
- The Member does not have a conflict of interest to serve as a Committee member or has agreed to remove any such conflict of interest before sitting on the Committee or Panel

## Application

To further understand the role of a non-Council committee member, please review the following documents:

[By-laws](#)   [Governance Policy Manual](#)

If you would like to apply to be a non-Council committee member, please complete the [application form](#).

If you have any questions, please contact us at [info@cdto.ca](mailto:info@cdto.ca).