



College of Dental Technologists of Ontario
Ordre des Technologues Dentaires de l'Ontario

Board Elections Candidate Guide

Introduction

This resource is designed to assist registrants interested in running for election to the College of Dental Technologists of Ontario's (CDTO) Board and participating as an Elected Director. Included are the following:

1. Candidate Frequently Asked Questions (FAQ)
2. Key Behavioural Competencies of Board Members

Candidate Checklist

Candidates must complete and submit the following forms to registrar@cdto.ca by the nomination deadline. An Elections Package can be downloaded from our [Elections Resources webpage](#).

- Nomination Form
- Eligibility for Election to the Board Form
- Conflict of Interest Questionnaire
- Submit a Certificate of Completion for each of the Governance Education Modules:
 1. Health Profession Legislation
 2. Health Regulatory Colleges
 3. Board and Committees
- Personal Statement (300-word limit) & Photo

After these forms are received and eligibility is confirmed, a Candidate Interview will be scheduled with the Recruitment Committee. To learn more, see FAQ #4.

Candidate Frequently Asked Questions

1. What do Board Members do?

They contribute to the self-regulation of the dental technology profession in the public interest and participate in decision-making about:

- standards of practice, programs, and policies and to guide the profession,
- competencies for entry to practice and ongoing professional development, and
- establishing relevant regulations and by-laws to support good governance.

Board Members also fulfill a critical role through participation on the Committees.

Please review our [Committees Webpage](#) to consider what Committees you might like to serve.

2. What does the public interest mean?

It means that decisions made by the Board consider the impacts on the public and will prioritize the public's interest over the profession's interest. The College's mandate is to serve and protect the public and ensure that individuals have access to health care services provided by competent health professionals.

3. What are the Governance Education Modules (GEM)?

GEM includes three modules which outline the duties, obligations and expectations of Board and committee members, the role of health regulatory colleges and the health profession legislation that governs them. They can be completed at your own pace and on your own time.

There is a short quiz at the end of each module which provides a certificate of completion when all questions are answered correctly. Please access the modules from the [Elections Resources webpage](#).

4. What is the Candidate Interview?

The Candidate Interview is an opportunity to learn more about what is involved in being a Board member and to give you a better sense of what to expect. We also hope to get to know you to understand if being on the Board is a good fit for you. Having that insight will help us know how and where you might be able to make the best contribution and how best we can support you through training and resources.

The Interview is conducted by the Recruitment Committee who is composed of three Board Directors and a member of Staff. We will contact you to schedule the Interview once we have confirmed your eligibility for nomination.

5. How much time will I have to commit if elected to the Board?

There are five Board meetings per year held between 9 a.m. to 5 p.m. Meetings are virtual except for those held in April and September. During these months, there is also a workshop the day before the Board meeting, and both are held in person. Each meeting also requires preparation time to review materials and participate in discussions. Dates are set well in advance to help Board members plan.

In addition to this, there is an expectation that Board members participate on the [Committees](#). The time commitment varies depending upon the Committees assigned but the meeting dates are voted on by Committee members.

6. Will I be compensated for my time?

The College provides Board members with a per diem and reimbursement of reasonable expenses as outlined in Policy 5.1, Honoraria and Reimbursements of the College's [Governance Policy Manual](#).

7. How long is the term of office?

Elected Directors serve a three-year term which officially begins at the first meeting of the calendar year following elections. Elected Directors can serve for nine consecutive years before they must take a one-year hiatus from the Board.

8. If my circumstances change, can I withdraw from the election?

Candidates may withdraw their nomination by giving notice to the College in writing at registrar@cdto.ca

Key Behavioural Competencies of Board Members

To understand the competencies required of a Board member, it is important to understand the role of the Board which is to:

- provide oversight and ensure the College complies with its mandate and the law;
- set strategy and direction; and
- monitor performance and hold the Registrar accountable.

Continuous Learning – Involves taking actions to enhance knowledge and understanding by developing learning plans to support improvement arising from self-awareness; setting goals and working on initiatives that improve Board performance.

Effective Communication – Is the ability to accurately listen, understand and respond effectively to individuals and groups.

Inclusiveness/ Respectful of Diversity - Respects diverse perspectives, biases are identified and questioned, and the College's collective work of public protection supports positive systemic change.

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

Initiative – Recognizes and acts upon opportunities or addresses problems. Generating new solutions and implementing approaches that lead to improved performance.

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.

Public Interest Mandate – Commitment to the public and their right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to execute the role effectively.

Relationship Building – Able to relate to and connect with others to support teamwork and cooperation; seeks appropriate relationships to further the work of the College.

Strategic Thinking – Supports the provision of oversight, enables the Board to set and achieve strategic goals and creates robust accountability for regulatory and financial performance.

Understanding of Governance/ Fiduciary Duties - Understands the Board member's role, fiduciary duties, good governance principles, and the stewardship responsibilities of a Board: risk management, business acumen, human resources and financial literacy.