



COLLEGE OF DENTURISTS OF ONTARIO

180 Bloor Street West, Suite 903, Toronto, ON CANADA M5S 2V6

Tel: 416-925-6331 Fax: 416-925-6332 Toll Free: 1-888-236-4326 Email: info@denturists-cdo.com Website: www.denturists-cdo.com

May 28, 2012

Dear Registrants:

Re: Call for Non-Council Committee Members

All committees of the College of Denturists of Ontario (the "College") are re-constituted annually at the June Council meeting. Many of the committees have positions for members of the College who are not on Council but who would like to be involved in shaping the policies and direction of the College. Those members who are appointed are called Non-Council Members.

Non-Council committee members are appointed for a one year term. Committee members are expected to attend meetings and teleconferences. Expenses for travel and accommodation are reimbursed in accordance with the College By-Laws.

The College is seeking denturists interested in participating as Non-Council Members on committees for the 2012-2013 fiscal year. Appointment to committees will take place post Council Meeting on June 29th, 2012.

Please submit an application (see attachment) to the College selecting the committee(s) you would be interested in running for, along with a brief description of the contribution you feel you would make to the committee as a non-Council member no later than **June 25th, 2012**.

Yours Sincerely,

Shawna Williams
Administration Facilitator
College of Denturists of Ontario

Enclosed: Qualifications for Appointment of Non-Council Member
 List of Committees for Non-Council Members
 Non-Council Member Application Form



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QUALIFICATION FOR APPOINTMENT TO COMMITTEES AS NON-COUNCIL MEMBER

A member of the College of Denturists of Ontario who is not a member of the Council is qualified for appointment to a committee, if on the date of the appointment:

- The member practises denturism or ordinarily resides in Ontario;
- The member is not in default of any obligation to the College imposed by regulation or By-Law;
- The member is not the subject of a discipline hearing, proceedings for incompetence, professional misconduct or incapacity;
- The member's certificate of registration has not been revoked or suspended at any time in the two years immediately preceding the appointment;
- The member's certificate of registration is not subject to a term, condition or limitation other than one prescribed by regulation; and
- The member is not a director, officer or employee of a national or provincial voluntary organization of denturists.

What is the role of a non-Council member?

The role of a non-Council member is to ensure the protection of the public. The *Regulated Health Professions Act*, the *Denturism Act* and the College By-Laws provide the legal foundation for the College's governance structure, activities, and powers.

Committee members are accountable to the statutes and the laws governing the College and to the public of Ontario, and personal interests must at all times be subordinate to the best interest of the public, the College and to the interest of self-regulation.

What is expected of Committee Members?

The College has a governance policy. Committee members are expected to demonstrate the following values to ensure the continuing trust of the public and our members:

- Accountability and integrity;
- Openness, transparency and accessibility;
- Fairness and equitable treatment;
- Respect for the individual and group differences;
- Flexibility and openness to change;
- Mutual respect and collaboration; and
- All non-Council members follow statutory requirements and the College by-laws, policies and Code of Conduct.

Conflict of Interest and Committee Appointments

The following are considered conflicts of interest as they pertain to committee appointments:

- Faculty members of Denturism Programs are ineligible to sit on the QE Committee;
- College Examiners are ineligible to sit on the QE Committee;
- Any person having a familial, personal or business relationship with a CDO examination candidate is ineligible to sit on the QE Committee; and
- CDO Examiner's are ineligible to sit on the Registration Committee.



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COMMITTEES REQUIRING NON-COUNCIL MEMBERS

STATUTORY COMMITTEES

A. Inquiries, Complaints and Reports Committee (ICRC)

The ICRC investigates complaints about the conduct or practice of College members, and renders decisions based on the documentation before it.

- Requires at least 2 non-Council members.

B. Registration Committee

The Registration Committee renders decisions regarding registration applications as directed by the Health Professions Procedural Code.

- Requires at least 1 non-Council member.

C. Discipline Committee

The Discipline Committee renders decisions related to professional misconduct or incompetence of College members.

- Requires 2 non-Council members.

D. Fitness to Practice

The Fitness to Practice Committee renders decisions related to mental or physical incapacity, and applications for restoration of Certificates of Registration that have been revoked or suspended for reasons of incapacity.

- Requires at least 1 non-Council member.

E. Quality Assurance (QA)

The Quality Assurance Committee facilitates the monitoring and maintenance of College members' competencies and develops standards and guidelines for denture services.

- Requires at least 2 non-Council members.

F. Patient Relations

The Patient Relations Committee establishes protocol for dealing with incidents of and prevention of sexual abuse of patients by College members, and coordinates outreach activities pertaining to patient education.

- Requires at least 1 non-Council member.

NON-STATUTORY COMMITTEES

G. Qualifying Examination & Curriculum Committee

The Qualifying Examination & Curriculum Committee conducts the College's entry-to-practice examinations and liaisons with various stakeholders to develop evaluation criteria.

- Requires at least 2 non-Council members.

H. Exam Review & Appeals Committee

The Exam Review and Appeals Committee reviews Qualifying Exam appeal requests.

- Requires 2 non-Council members

I. Finance Committee

The Finance Committee reviews specific financial issues at the request of Council.

- May include non-Council member(s).



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