

POLICY & PROCEDURES

GOV-01: APPOINTMENT OF CORPORATION MEMBERS

PREAMBLE

The Governance Committee is a Standing Committee of the PEAC Board of Directors. The principal objectives of the committee are to review governance matters of the Board (including solicitation of nominations of individuals qualified to be Directors) and the Corporation and to assist the Board in governing the organization effectively. One of the four responsibilities of the Committee is succession planning, with recommendations made to the Board for appointees to the Membership of the Corporation in accordance with the guidelines for composition of the membership.

Guidelines for composition of the membership

The membership comprises nine (9) to twelve (12) individuals from the following groups or organizations:

- i. Canadian Physiotherapy Association (1)
- ii. Program Director or Chair from a Canadian physiotherapy academic program (1)
- iii. Faculty members from Canadian physiotherapy academic programs (2)
- iv. The Canadian Alliance of Physiotherapy Regulators (1)
- v. National Association for Clinical Education in Physiotherapy (1)
- vi. Entry-level graduate physiotherapist¹ (1)
- vii. The public (1-2)
- viii. The Association of Accrediting Agencies in Canada or a member of an agency conducting accreditation of professional education programs (1)
- ix. Additional Members appointed by the Board depending on needs of the organization (2)

¹ An Entry-level graduate is one who is within three years of graduation at the time of appointment as a PEAC member, and may serve only one three-year term.

Corporation Members are responsible to amend and/or approve changes to the Bylaw, elect Directors to the Board, review and approve financial statements, and appoint an accountant.

1.0 POLICY

- 1.1. New Corporation Members shall be recommended to the Board of Directors by the Governance Committee (see *TOR-01 Accreditation Committee*)
- 1.2. The Board of Directors shall appoint Members to join PEAC.
- 1.3. Members shall be appointed for a term of three years effective from the date of the Annual General Meeting at which they are appointed.
- 1.4. The term of office may be extended for a maximum period of nine years.²
- 1.5. All attempts will be made to ensure that the membership of the Corporation has diversity in relation to geography, gender, and language.

2.0 PROCEDURES

- 2.1. In accordance with the Governance Committee Timelines, the Governance Committee will recommend appointees to the vacant Membership positions, both for new members and when a member renews for a second or third term of office.
- 2.2. When any member's term of office ends, the Governance Committee will review the needs of the Corporation and determine whether the member should be approached to renew for another term.
- 2.3. When a term of office of a PEAC member from categories (vi)-(ix) above ends and the Governance Committee has determined that the member should be approached to renew for another term, the Governance Committee Chair will contact the member to seek their interest.
- 2.4. When a term of office of a PEAC member from categories (i)-(v) above ends, and the Governance Committee has determined that the member should be approached to renew for another term:
 - 2.4.1. The Governance Committee will first approach the nominating organization to confirm that the current member should be approached to renew for another term.
 - 2.4.2. If confirmation is received, the Governance Committee Chair will contact the member to seek their interest in renewal.
 - 2.4.3. If the member chooses to renew for another term, the Governance Committee will recommend to the Board that the member be re-appointed.

² An Entry-level graduate may serve only one three-year term.

2.5. When the Governance Committee determines:

- that the member should not be approached to renew for another term OR
- a member has served the maximum number of terms OR
- a member has chosen not to renew for another term OR
- a nominating organization has chosen not to confirm the current member for another term:

2.5.1. The Governance Committee Chair will approach the member and inform them of the decision.

2.5.2. For members in categories (i)-(v) above, the Governance Committee will request at least three applications from the nominating organization and provide the nominating organization with the criteria being sought (eligibility, skills, geography, gender, language, etc.)

2.5.3. For members in categories (vi)-(ix) above, the Governance Committee will initiate a broad recruitment call to seek applications, and will include the criteria being sought (eligibility, skills, geography, gender, language, etc.)

2.6. The Governance Committee will review the applications received and select the appropriate applicant for recommendation to the Board for appointment as a PEAC Member.

2.7. The appointee recommendations will be presented to and reviewed by the Board of Directors at least sixty days prior to the Annual General Meeting at which the appointees will begin their terms.

2.8. The Board of Directors will appoint the new members of the Corporation.

2.9. The President of PEAC will announce the appointees at the Annual General Meeting.

Policy Number: GOV-01	
Date of last revision	Associated documents
<i>Dec 2000</i>	Member Handbook
<i>April 2008</i>	GUIDE-01-Eligibility for Appointment as Member of PEAC
<i>July 2009</i>	
<i>June 2010</i>	FORM-03 PEAC Member Application Form
<i>May 2012</i>	
<i>June 2013</i>	TOR-01 Governance Committee
<i>Sept 2018</i>	