

Dietitians of Canada Nomination for Election to the Board of Directors: Backgrounder

Board of Directors Overview

The Dietitians of Canada (DC) Board of Directors is made up of member volunteers who are elected and accountable to the DC membership. The Board devotes time, energy and talent to develop the strategic direction for DC and ensures that DC remains strong, vibrant and relevant to our members and the dietetic profession. You can learn more about the current Strategic Objectives on DC's website.

The DC Board governs using a defined set of policies and by-laws. Broadly, the role of the Board is to:

- Set strategic objectives and priorities for the association, to be achieved by the Chief Executive Officer (CEO)
- Provide direction and approve the operations plan (e.g., the operating budget, membership conditions and fees)
- Evaluate the performance of the CEO by assessing the degree to which strategic objectives and operating plans have been achieved

As outlined in DC by-laws, the Board is composed of 7-12 Directors from across Canada and may include up to three non-dietitian, non-member Directors who hold particular knowledge or skills deemed valuable by the Board. In addition, no more than three Directors may reside in the same province or territory to ensure national representation.

Members are encouraged to view the by-laws and Board policies on DC's website.

Note: The Board is currently undertaking a governance review, which includes a thorough review of all policies. As such, current Board policies may be revised to ensure that they are based on best practices that will allow the Board to be more agile and future focused in the Board work that is done for and with members.

Board Nomination and Election Process

We invite DC members who would like to develop their leadership skills, build relationships and make significant contributions to the association and profession to consider running for a Board of Directors position. Board positions exist for members at all experience levels.

Every year, the current Board (Nomination Committee) will review and outline the skills and attributes that would benefit the work of the association. Skills and attributes could include, but are not limited to, prior Board or committee leadership experience, experience in strategic thinking, policy development and risk management and lived or learned experience in equity, diversity and inclusion advocacy.

Once nominations open, the Board (Nominations Committee) will communicate necessary processes, deadlines and important information to members. We encourage any member with interest to self-nominate or nominate a colleague to become a Director. As well, never hesitate to reach out to the Board to ask questions or learn more about what serving as a Director entails.

Last reviewed: February 2024

What makes a good candidate for the DC Board of Directors?

- Acts in the best interest of the association and members
- Showcases the diversity of the membership
- Strategic thinker and leader
- Collaborative spirit and relationship builder
- Represents a variety of backgrounds, perspectives and skills
- Transparent and manages conflicts of interest

All new Directors will be elected to the Board at the Annual General Meeting (AGM) of members, which is usually held in September (as determined by the Board). All members are invited to attend the AGM where the Board will present new Directors candidates. Members will then approve new Directors by Ordinary Resolution. New Directors begin a three-year term immediately following the AGM, as outlined in the by-laws.

Benefits of Board Work

Directors develop skills while dedicating time and expertise to shape the future direction of DC and the profession. Directors may gain policy governance experience, strengthen skills in leadership, strategic planning, project management, critical thinking, problem solving, relationship building and much more. With valuable input from members, Directors shape the future direction of DC and the profession by setting the priorities and influencing the practices of the association.

If you would like to learn more about the benefits of serving on the Board, the Board would be happy to connect you with a current Director.

What level of commitment is required of DC Board members?

Directors serve a three-year term on the Board. All positions are volunteer, however DC will reimburse any expenses incurred on behalf of the Board.

The following table provides a rough estimate of Board of Director time commitments. Requirements may vary depending on objectives in the Board work plan.

Description of Commitment of Directors	Estimated Time Commitment
<p>New Director Board Orientation</p> <ul style="list-style-type: none"> • Self-directed learning (e.g., review of By-laws, policies, Board orientation material) • Attend virtual orientation sessions delivered by current Directors, CEO and/or consultants • Ongoing mentorship and Board education will support skill development throughout each Director’s term 	<p>Total: 5-10 hours over the first few months after election as a new Director</p> <p>Scheduled orientation sessions occur primarily on weekdays during regular employment hours. Self-directed learning can be managed outside of regular employment hours.</p>
<p>Board Meeting Attendance</p> <ul style="list-style-type: none"> • Virtual meetings 	<p>Total for Virtual Meetings: 2 hours quarterly</p> <p>Total for In-Person Meetings: 2-3 days quarterly</p>

<ul style="list-style-type: none"> In-person meetings (most often in Toronto, but location may vary as determined by the Board) 	<p>Virtual Board meetings generally occur during regular employment hours. In-person Board meetings generally occur on weekends (excluding travel).</p>
<p>Dietitians of Canada In-Person Events</p> <ul style="list-style-type: none"> National Conference (late May/early June) Other in-person events (e.g., Nutrition Month, regional conferences) 	<p>Total: 3 days per year (excluding travel)</p> <p>In-person events generally occur on weekdays during regular employment hours (excluding travel).</p>
<p>Routine Board Responsibilities</p> <ul style="list-style-type: none"> Review and respond to Board emails and working documents Pre- and post-Board meeting reading and preparation Participate in ad hoc working groups, committees or events Participate in ad hoc professional development (e.g., Board development, strategic planning) 	<p>Total: 5-10 hours per month</p> <p>Most routine Board responsibilities can be managed outside of regular employment hours.</p>
<p>Board Committee Participation</p> <ul style="list-style-type: none"> The number of working groups and/or committees will vary with each Board work plan Most Directors serve on two committees (e.g., Governance, Nominations, Audit & Finance, Equity, Diversity & Inclusion Advisory Committee) 	<p>Total: 3-8 hours per month</p> <p>Committee meetings may occur on weekdays during regular employment hours, as determined by each committee. Besides meeting times, most committee work can be managed outside of regular employment hours.</p>