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January 31, 2022

Dear Doctor:

I write to advise there is an election forthcoming for a position on the College's Council. We are now accepting nominations for this position in District 4, which covers the counties of Hants, Kings, Annapolis and Digby.

The Council is the governing board of the College, responsible for providing oversight and setting strategic direction. The College's mission is "to serve the public by effectively regulating the medical profession."

The College, through its Council, depends on physician engagement. If you are interested in running for Council, or know someone who is interested, please review this package for more information about serving on Council and for instructions on submitting a nomination.

Yours,



D.A. (Gus) Grant  
Registrar and CEO

### **ELIGIBILITY**

You are eligible to serve on Council if you:

- Are a member in good standing; and you
- Practise medicine in Electoral District 4 effective February 25, 2022 OR you are not currently practising medicine but you live in Electoral District 4 effective February 25, 2022; and you
- Do not sit on a Board or represent a health organization whose mission may conflict with that of the College. This includes but is not limited to: Doctors Nova Scotia, Canadian Medical Association, and the Canadian Medical Protective Association.

### **COMMITMENT**

<b>Term Length</b>	The term for an elected member of Council is three years, starting at the end of May of the election year.
<b>Participation</b>	Elected members serve on Council and on at least one committee of Council.
<b>Meeting Schedule</b>	<p>All meetings are held during business hours and occasionally extend into the late afternoon.</p> <p>Council meets 4 times per year, typically on a Friday for half a day. Council meetings are preceded by a 1.5 hour meeting late in the day, a few days before the full Council meeting.</p> <p>Committee meeting frequency varies.</p>
<b>Time</b>	<p>The time commitment to serve on Council is approximately 20 hours of meeting time per year, plus preparation time.</p> <p>The time commitment to serve on a committee could range from 10 to 50 meeting hours per year, plus preparation time.</p>
<b>Preparation</b>	Council and committee members receive a package of information two weeks before a meeting to prepare them to discuss the issues on the agenda. The time needed to prepare for meetings can range from one to several hours, depending on the committee and the physician's familiarity with the subject matter.

### **COMPENSATION**

Council and committee members are paid an hourly fee for time spent in meetings. They are also reimbursed for travel and accommodation expenses incurred while on College business.

### **REQUIREMENTS AND DUTIES**

## **Requirements**

- Knowledge of and interest in professional regulation and working knowledge of the Medical Act
- Understanding of the statutory, fiduciary and ethical responsibilities of the College
- Willingness to work as an effective and respectful Council and Committee member
- Commitment to the work of the College (a time commitment of 14 hours per month, including Council preparation, meeting and committee meeting time)
- Understanding of the services provided by the College and publicly supporting them
- Computer skills to keep pace with the College's commitment to security and a paper free workplace

## **Duties**

- Govern the College in accordance with the Medical Act and consistent with the broad policies developed by the Council
- Serve on at least one committee and actively participate (with the exception of the Residents' Position on Council)
- Prepare for, attend and participate in the discussions and the deliberations of the Council
- Recognize and be prepared to identify a conflict of interest
- Be accountable to the membership for the services provided
- Abide by and support majority decisions of Council
- Attest to the public accountability of Council process

## **FOR MORE INFORMATION ABOUT THE COLLEGE AND COUNCIL**

See the following resources:

[College Strategic Plan](#)

[Council web page](#)

## **VACCINATION REQUIREMENT**

The College has a mandatory COVID-19 Vaccination Policy which requires all employees, Council members and visitors to the College to be fully vaccinated against COVID-19. Council members must provide proof of vaccination. If a Council member is unable to be fully vaccinated based on a protected characteristic as defined in the Nova Scotia Human Rights Act or for a valid medical exemption, they must immediately advise the College of their request for accommodation.

## **HOW TO SUBMIT A NOMINATION**

1. Complete the attached Nomination Form and biography for the nominee.
2. Send the Nomination Form and biography to the College at:

**Email**     [councilnominations@cpsns.ns.ca](mailto:councilnominations@cpsns.ns.ca)

**Fax**        (902) 422-5035

**Mail**        Suite 400 – 175 Western Parkway  
Bedford, Nova Scotia  
Canada B4B 0V1

#### **DEADLINE FOR NOMINATIONS**

All nominations must be received by the College by 4:00 p.m. on Friday, February 25, 2022.

#### **FOR MORE INFORMATION**

For more information about running in the Council election, please contact Samantha Calio, Communication Coordinator at 902-406-8404, toll-free in Nova Scotia at 1-877-282-7767, or by e-mail at: [scalio@cpsns.ns.ca](mailto:scalio@cpsns.ns.ca).

Each nominee must have five Proposers, on one Nomination Form.

We hereby nominate.....  
for election to Council representing District # 4 which covers the counties of Hants, Kings,  
Annapolis and Digby.

We hereby declare the above-named has accepted nomination.

Signatures of Proposers

(Proposers must practice medicine in nominee's electoral district.)

	<u>Signature</u>	<u>Please print</u>	<u>Reg./Lic.#</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

I hereby accept nomination.

\_\_\_\_\_  
(Signature of nominee)                      (Please print)                      (Reg./Lic.#)

Please also complete and attach the one-page biography form provided in the nomination materials. The biography will be distributed for information to physicians voting in your district.

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**Name**

**District # 4**

**Degrees, certificates and diplomas**

**Academic rank and appointments**

**Practice**

**Membership in professional and learned societies**

**Professional service and experience**

**Areas of special interest**

**Honours, grants and awards**