



THE COLLEGE OF
VETERINARIANS
OF ONTARIO

INFO SHEET

Protocol for Recruiting and Selecting Committee Members

INTRODUCTION

The College of Veterinarians of Ontario selects members of the College to be members of various committees. This INFO SHEET describes the recruiting and selection process and related documentation.

INFO SHEETS of the College of Veterinarians of Ontario provide veterinarians and the public with information about the governance of veterinarians in Ontario or contain practice parameters and standards that should be considered by all Ontario veterinarians in the care of their patients, dealings with their clients and the welfare of their staff.

It is important to note that these INFO SHEETS may be used by the College or other bodies in determining whether appropriate standards of practice and professional activities have been maintained.

The College of Veterinarians of Ontario regulates veterinarians in Ontario in the public interest.

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Protocol for Recruiting and Selecting Committee Members

A list of interested members in good standing will be generated for each potential committee. This list will be compiled from several sources including:

- Names provided by members on their annual information forms
- Responses to announcements in Update
- Suggestions from current committee members, councillors or staff

Each potential member will be required to complete an “*Information For Non-Councillors Interested in serving on a CVO Committee*”. This form and print outs from the database regarding registration and accreditation will be provided to the chair of the committee and the staff resource people.

The staff and the chair will review the list and, using criteria established by the committee (eg. geographical location, minimum years in practice, specific expertise etc.) will produce a subset list of eligible members.

The members on this list will be contacted by the chair and/or the staff (preferably both) and interviewed according to a list of standard questions. Responses from the member and impressions of the interviewers will be recorded.

Following this process, the chair and staff and will produce a short list of candidates for council’s consideration. This list and the information form and database print outs will be provided to council. Prior to presentation to council, the committee will review the list and provide feed back to the chair and staff. The chair will present the list to council for its consideration.

Information Regarding CVO Committees For Potential Members

Time Commitment

Committee members are expected to attend all committee meetings. Meetings are held at the CVO office in Guelph. Committee members are provided with a pre-meeting package including an agenda and background material. They are expected to arrive at the meeting informed and prepared to discuss current issues and make appropriate decisions.

The **Complaints Committee** normally has six full-day meetings per year. Additional meetings may be scheduled if warranted by the caseload. The Complaints Committee may have a retreat on the evening prior to a meeting once during the year.

The **Accreditation Committee** normally has four full-day meetings per year.

The **Registration Committee** has meetings as required. There are usually four to five part-day meetings per year. Some meetings are held electronically.

Expenses and Per Diems

All expenses for travel, accommodation and meals incurred in the completion of College business are paid. **Registration and Accreditation Committee** members are paid \$400 per meeting day. **Complaints Committee** members are paid \$400 per meeting day and an additional \$400 per meeting day due to the extensive preparation time (usually at least one day) required.

Major Responsibilities

Committee members have a general responsibility to the public and are expected to:

- Consider the public interest in deliberations and decisions of the committee.
- Maintain an awareness of current issues, policies and trends related to the provision of veterinary services and the regulation of veterinarians in order to anticipate and respond to changing priorities.
- Participate actively in, and contribute to, the deliberations and decisions of the committee.
- Arrive at meetings informed and prepared to discuss current issues and make appropriate decisions.
- Become familiar with the objectives and jurisdiction of the College as well as the relevant statutes, regulations, by-laws, guidelines and policies
- Maintain confidentiality and exercise sound judgement in the completion of College business.
- Be accessible by phone, fax, email and courier.

INFORMATION FORM:

Non-Councillors Interested in serving on a CVO Committee (use reverse of page if required)

Name:

Please describe your current professional activities i.e. areas or species of special interest etc.

Employment History since graduation:

Why do you wish to serve on a CVO committee?

In the past two years, in what continuing education have you participated?

Please list any committee work or any other activities (CVO or otherwise) in which you have participated that might be relevant to serving on a CVO committee.

Please explain any involvement in professional associations.

Other Comments:

Please feel free to append your curriculum vitae