

Protocol for New Committee Member Appointment

Purpose

To provide a procedure for the appointment of a new committee member.

Process for Appointment of new committee members

Each Committee Chair is responsible for creating a job posting for their committee.

Eligible Candidates must be:

- Member of the CMA
- In good standing
- Not in any conflict of interest with the committee's mandate
- Not in any other committee that may pose conflict of interest with potential new committee.

The job posting will be sent to the Registrar who will send the applications to appropriate candidates via email. Eligible candidates must provide a brief biography, CV, and a letter of interest to the committee.

Once the Registrar receives an application, it will be forwarded to the appropriate committee Chair. The Chair and its committee will review all applicants and perform interviews if necessary. Based on the criteria for the position and the applicant's qualifications, the Chair and its committee will select the most appropriate candidate. The Chair will then forward the selection to the Council for their approval. At any time the Council may also make recommendations or give opinion on candidates' suitability for the role.

Once approval by the Council has been given, the Chair of the Committee will send a letter of offer to the applicant via the Registrar. When the Registrar receives a confirmation of acceptance from the applicant, the Committee Chair will be notified.

A confidentiality agreement and the Committees TOR will be sent to the new member. All committee members shall abide by the confidentiality agreement and TOR as approved by the Council.

All future correspondence will now be sent by the Chair of that Committee to the new committee member.

The Registrar will also notify those who applied but who were not selected by e-mail:

- Advising them that they were not selected for committee
- Advising them that their applications will be kept on file should vacancies arise
- Encouraging them to apply to future calls
- Thanking them for their interest