

NSOTR BOARD APPOINTMENT APPLICATION FORM

Purpose		
<p>The NSOTR Appointments Committee reviews applications from all registrants who express interest in serving on the Board of the Regulator. This form helps the Committee understand the competencies, qualities, knowledge, and perspectives a candidate can offer the Board.</p> <p>NSOTR uses an intentional approach to Board selection. A diverse Board with a balance of skills, competencies, and perspectives better serves the public interest. Using a Board Composition Matrix, the Committee will recommend eligible candidates to the Board who best support our goal of a diverse and balanced Board composition. As a result, the competencies, skills, and perspectives the Committee prioritizes in candidates may change over time with the composition of the Board.</p>		
Section 1: Candidate Information		
Name:		
Email:	Registration Number:	
Current Employer	City/County	Job Title
Years of Practice in Profession:	Age:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/> N/A
Primary Area(s) of Practice:		
Section 2: Eligibility		
<p>All NSOTR registrants in good standing may apply to be a director of the NSOTR Board. Please confirm that you meet the following eligibility criteria to be nominated as a Board member:</p>		
<input type="checkbox"/>	I hold a practising or conditional licence with no conditions restricting me from serving on the Board	
<input type="checkbox"/>	I am current in meeting my continuing competence requirements	
<input type="checkbox"/>	I do not owe any outstanding fees or costs to NSOTR	

<input type="checkbox"/>	I have not served as a Board member of a professional organization representing the interests of Occupational Therapists within the past 36 months								
<input type="checkbox"/>	I am not an employee of NSOTR								
Have you ever been suspended or removed from office as an elected board member, director, similar governance position of another regulatory body or public body?									
<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Details):									
Have you been, or are you, subject to any licensing sanction or ongoing regulatory process?									
<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide Details):									
Section 3: Composition Matrix Self-Assessment									
<p>Please complete the below self-assessment of the competencies, skills, and attributes that the NSOTR Board seeks to include. Board members are <i>not</i> required or expected to possess all listed competencies, skills, or attributes.</p> <p>Please describe your knowledge and experience with the following competencies and skills using the following rating system:</p> <p>0 = no knowledge or experience in this area 1 = basic knowledge in this area 2 = some experience and practical application in this area 3 = advanced knowledge and/or extensive experience in this area</p> <p>If relevant, please briefly describe one or more examples of how you demonstrate the specific skill, competency, or attribute. If you prefer, you can write your examples in a separate document and attach it to this form.</p>									
COMPETENCIES	<table border="1"> <thead> <tr> <th>0</th> <th>1</th> <th>2</th> <th>3</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	0	1	2	3				
0	1	2	3						
Public Orientation <ul style="list-style-type: none"> I engage in continuous learning to understand trends in occupational therapy, regulation, and the healthcare system I am familiar with the expectations, priorities, and values of the public and other stakeholders relating to Occupational Therapy regulation I can connect with the public to understand the range of public perspectives on occupational therapy and regulation 	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Examples:									

Leadership <ul style="list-style-type: none"> I build collaborative relationships within the Board, public, stakeholders and staff, and mentor and coach new colleagues I promote teamwork through consensus building and conflict resolution 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Commitment <ul style="list-style-type: none"> I am willing to devote time for preparation, board education, and personal research as well as meetings I demonstrate punctuality and reliability in my attendance at meetings 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Systems and Strategic Perspective <ul style="list-style-type: none"> I can think strategically in terms of systems I am comfortable delegating operational details to others I am a future thinker and can focus on the “big picture” 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Critical and Analytical Thinking <ul style="list-style-type: none"> I can examine interpretations, evidence, and proposed decisions against existing policies to determine consistency and compliance I ask insightful questions regarding adequacy of policies, Bylaws, and Standards, and compliance with them I can break down complex issues into manageable components I logically analyze information to determine potential solutions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				

Active Participation <ul style="list-style-type: none"> I participate actively in meetings, engage in active listening, and ask meaningful questions I can clearly and succinctly articulate my ideas in conversation I am comfortable raising opposing or alternate points of view to ensure that issues are fully debated, even if I feel pressure to conform 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Technological Skill <ul style="list-style-type: none"> I am comfortable learning and using web-based technologies for communication, including e-mail and video-conferencing platforms 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Team Player <ul style="list-style-type: none"> I actively seek out alternative points of view and respect other's opinions even when I strongly disagree I express disagreement and debate constructively 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Ethical Decision-making <ul style="list-style-type: none"> When making difficult decisions, I measure my actions and choices against high ethical standards I approach complex issues by first understanding underlying values 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				

SKILLS	0	1	2	3
Governance Experience working with a governance model (such as <i>Policy Governance™</i>) to direct the actions and processes of an organization's Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Finance Experience working with financial principles and managing decisions related to budgets, investments, expenses, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Legal Experience working with relevant legislation, legal frameworks, and procedure relevant to Board policies, protocols, and rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Risk Assessment & Management Experience using principles of risk assessment and management as they relate to governance of an organization AND experience recognizing how risks can impact a board and organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Strategic Planning Experience with strategic planning including setting of goals and objectives for a board and/or organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				

Performance Management Experience with evaluation and performance management for a Board, individual board members, and the Registrar/Executive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
Cultural Competence Experience with and ability to understand, communicate and effectively interact with people across cultures. This may include working with diverse communities (e.g. African Nova Scotian, Indigenous, and persons of colour; 2SLGBTQ+; persons with disabilities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples:				
DIVERSITY:				
<p><i>The NSOTR Board is committed to creating a diverse, inclusive, and equitable environment that is representative of all Nova Scotians. We encourage applications from candidates who would contribute to the diversity of the Board. If you do not wish to self-identify or if this section is not applicable to you, please leave this section blank.</i></p> <p>Please indicate if you self-identify as or describe yourself as representing any of the following:</p> <ul style="list-style-type: none"> • Indigenous • African Nova Scotian/persons of African descent • Visual minority • 2SLGBTQ+ • Persons with disabilities • Immigrant or Refugee <p>If you wish, you may indicate how you would contribute to the diversity of the Board:</p>				
Self-identification:				

Section 4: Resume / Letter

Please **attach a copy of your resumé/CV**, outlining your current or previous experience and other applicable work or volunteer experience. A **cover letter** is optional.

Section 5: Declarations

☐

I understand that the role and mission of the NSOTR Board is to govern and regulate in the public interest, not in the interest of the profession.

☐

I understand that Board Members have a legal fiduciary duty of care and due diligence and must carefully and completely review draft documents, agendas and minutes, and reports.

☐

I understand that as a member of the Board, my role would focus on the organization's strategic goals, and would not be an internal advisor to staff.

☐

I am willing to abide by whatever rules the Board sets for itself and honour decisions of the Board even if I did not personally support them.

☐

I am not aware of any conflict of interest outside of NSOTR that could influence me, or be reasonably perceived to influence me, to act in a manner that is contrary to the goals of NSOTR, which include:

- Serving and protecting the public interest in the practice of the profession;
- Subject to the public interest, preserving the integrity of the profession;
- Maintaining the public and registrants' confidence in the ability of NSOTR to regulate the profession

☐

I do not hold a position that could cause me to have a conflict of interest because of competing fiduciary obligations to both NSOTR and another organization.*

*Examples of a position that could result in a conflict of interest include, but are not limited to, an elected position in the federal or provincial government, an officer of a union representing registrants, service on a collective bargaining team, an executive-level position in a healthcare service provider or company, a director of a corporation that provides professional liability insurance protection to registrants, or an executive/officer role in a professional association/advocacy organization.

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand and agree that any misrepresentation, omission, or falsification of information provided may result in disqualification from the selection process. I understand and agree that the information I have provided will be used to assess my suitability for membership on the NSOTR Board and may be viewed and used by the NSOTR Board, Appointments Committee and staff involved in the selection process. I authorize NSOTR to use all information I have provided with my application for the above-noted purposes.

Signature:

Date:

Please submit a completed copy of this form (either scanned or filled out digitally) by e-mail to registrar@nsotr.ca.