



Communiqué – Search for a Public Member Appointment to the NDHCB Board of Governors

February 13, 2020

The National Dental Hygiene Certification Board (NDHCB) is the agency responsible for the development, administration, scoring and reporting of results of the National Dental Hygiene Certification Examination (NDHCE). The Board of Governors is composed of:

- one governor appointed as a representative by each dental hygiene regulatory authority which requires the NDHCB certificate for initial registration/licensure,
- one representative from the Commission on Dental Accreditation of Canada, and
- one representative from the Dental Hygiene Educators Committee, and
- one member from the general public.

The NDHCB is currently seeking a replacement for a public member. The term of office for a Public Member Governor is 3 years, once renewable, for a maximum of 6 years. Please see the attached list of desired characteristics for public members. Please note that current or former dental professionals are not eligible.

The Board of Governors normally meets in-person twice each year, once in Ottawa and once in another Canadian city and holds one or two evening teleconferences per year. The NDHCB expense policies provide for a daily per diem and reimbursement for expenses incurred in attending Board of Governors meetings or any other meeting at the request of the Board. Meeting dates for 2020 include: May 5-6 (in-person in Ottawa), September 28-29 (in-person, location TBD) and December (teleconference, date TBD).

The NDHCB Board of Governors uses the Policy Governance® model which clearly establishes the relationship and boundaries between the Board, the Chief Executive Officer and staff, Owners and stakeholders. The model ensures that the Board focuses its talents and efforts on the organization's Ends, the direction and the expected results of the organization. Although familiarity with Policy Governance® would be an asset, the incoming governor will be provided with an orientation to NDHCB governance policies and procedures upon joining the Board.

If you are interested in this position, please submit a written nomination to Kieran Jordan, NDHCB CEO at kjordan@ndhcb.ca by March 20, 2020. The nomination must include evidence of a demonstrated commitment to public representation and:

- a Curriculum Vitae;
- two references from a relevant context; and
- written assurance that the potential candidate is willing to serve.

The Board of Governors will select the new public member at its April 2020 Board of Governors meeting.

Attachment

Board of Governor Characteristics

The Board has identified the following desired characteristics for all Board members, including the public member:

- A. Commitment to linking with the ownership. Understanding that they stand in for an ownership of diverse people; willing to actively seek to access and understand that diversity.
- B. Ability to think in terms of systems and context - to see the big picture.
- C. Interest in and capability to discuss the values underlying the actions taken in the organization, and to govern through the broader formulations of these values.
- D. Willingness to delegate the operational details to the CEO within comprehensive and monitored Board policies.
- E. Ability and willingness to deal with vision and the long term, rather than day-to-day details.
- F. Ability and willingness to participate assertively in deliberation, while respecting the opinions of others.
- G. Willingness and commitment to honour Board of Governors decisions.
- H. Commitment not to make judgments in the absence of previously stated criteria.
- I. Well-developed communication and analytical skills, in order to review information with reasonable independence and to identify policy implications.
- J. Basic computer skills and access to suitable equipment.
- K. Ability to maintain confidentiality and exercise sound judgment in carrying out NDHCB business.