

## Canadian Massage Therapy Council for Accreditation Board Member Application

Date of application: \_\_\_\_\_

Name of Board Member Applicant: \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Province or Territory \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

### Instructions:

1. Prospective board members should **review** the following prior to submitting an application to become a CMTCA board member:
  - a. CMTCA Board Roles and Responsibilities
  - b. CMTCA Board Member Code of Conduct
  - c. CMTCA Board Member Conflict of Interest Policy
  - d. CMTCA Board Member Confidentiality Policy
  
2. Prospective board members must **submit**:
  - a. A letter of intent that describes the personal and board specific criteria that the applicant will bring to the CMTCA board of directors along with specific experience related to the competencies identified below. The letter should be submitted, along with a copy of this completed application form and a current Curriculum Vitae, to [Kathrina.loeffler@cmtca.ca](mailto:Kathrina.loeffler@cmtca.ca).
  - b. Three letters of reference confirming the letter of intent, criteria and competencies that the applicant possesses should be submitted directly to [Kathrina.loeffler@cmtca.ca](mailto:Kathrina.loeffler@cmtca.ca) from the referee.

*Applicants must understand that while they may be a member of a CMTCA stakeholder group (an educator, a regulator, a clinician, other) and they may provide the perspective of that stakeholder group to the Board, their role as a CMTCA Board Director is to govern the CMTCA responsibly and in accordance with the policies within the Board Policy Manual, rather than serve as the stakeholder group's representative.*



Please check the criteria and competencies that you bring to the position of CMTCA Board member. Ensure that your Letter of Intent and your references support your selections:

<b>Personal criteria</b>	
<ul style="list-style-type: none"> <li>high ethical character, a reputation for integrity, honesty, fairness and good judgement</li> </ul>	
<ul style="list-style-type: none"> <li>strong interest in advancing standards for Massage Therapy education in Canada</li> </ul>	
<ul style="list-style-type: none"> <li>demonstrated leadership in various ways in their professional and/or community life</li> </ul>	
<ul style="list-style-type: none"> <li>capacity for independent opinions and willingness to state them in a constructive manner</li> </ul>	
<b>Board conduct criteria</b>	
<ul style="list-style-type: none"> <li>able and willing to attend all Board meetings, commit the necessary time to participate fully in the work of the Board and support the organization.</li> </ul>	
<ul style="list-style-type: none"> <li>comfortable with sharing the organizational memory (while maintaining confidentiality) and supporting the interests of Massage Therapy accreditation as a whole rather than the interests of an individual, organization or sector</li> </ul>	
<ul style="list-style-type: none"> <li>prepared to sign the code of conduct, conflict of interest, and confidentiality provisions</li> </ul>	
<ul style="list-style-type: none"> <li>agreement to participate in training for Board Directors on Policy Governance as part of creating a common board culture/set of expectations</li> </ul>	
<b>Competencies</b>	
Accreditation: demonstrated experience with accreditation.	
Board governance: demonstrated experience as a Board Director of a volunteer organization, preferably as a Director of a Board that has adopted a policy governance approach.	
Planning: knowledge of and experience with strategic and/or business planning for undertakings of similar size, scope, and complexity.	
Stakeholder engagement/consultation: knowledge of and experience with stakeholder engagement, consultation and communications.	
Policy development: demonstrated experience in the policy development process for not-for-profit organizations.	
<b>Capacity building:</b> experience with organizations in the not-for-profit sector with an emphasis on supporting organizational capacity and achieving operational goals and objectives.	
Financial management: <i>some understanding of organizational finance, including experience with budgeting, accounts, financial reporting requirements, etc.</i>	