

## CMTCA Board of Directors – Call for Applications

The Canadian Massage Therapy Council for Accreditation ([CMTCA](#)) is a federally incorporated not-for-profit organization responsible for accrediting massage therapy education programs across Canada. Our eight-member Board of Directors governs the organization by providing strategic direction and oversight for the organization. Our Bylaws can be found on the CMTCA website [here](#).

We are pleased to announce the call for applications to join the CMTCA Board of Directors.

The Board of Directors will have the following vacancy beginning after the Annual General Meeting scheduled for April 12<sup>th</sup>, 2022. The incumbent occupying this vacancy is not eligible to re-apply for the position.

- One vacancy is available for an individual with knowledge, skill and experience related teaching, accrediting, regulating or advocating for the massage therapy profession.
  - Application for this position will be considered from individuals residing in Ontario, Newfoundland, New Brunswick or British Columbia.

All applications will be reviewed with consideration for the promotion of diversity and inclusivity.

Accompanying this message is an application form along with four documents that need to be reviewed prior to submission of an application. Note that applicants are asked to also submit a Letter of Intent and three letters of reference to support their application.

Board member roles and responsibilities can be found in:

- [CMTCA Board Member Roles and Responsibilities](#)

Three other policy documents provide additional information regarding the expectations for anyone who is appointed to the CMTCA Board and should be signed and submitted along with the completed [application form](#).

- [Code of Conduct](#)
- [Conflict of Interest](#)
- [Confidentiality](#)

### Important Information

Please ensure that you have read all the documents listed above and agree to abide by the CMTCA policies if you are elected to the CMTCA Board. Questions regarding the nomination process and policies can be directed to the CMTCA Executive Director at [kathrina.loeffler@cmtca.ca](mailto:kathrina.loeffler@cmtca.ca). Questions about the role, responsibilities, or time commitment are also welcome.



Please note that the **deadline date** to submit applications and all supporting documentation (including letters of reference) to CMTCA is **March 25<sup>th</sup>, 2022**.

## Timelines

Applications will be reviewed by CMTCA staff and the Board Nominations Committee on or before April 1<sup>st</sup>. On or before April 1<sup>st</sup>, all applicants will be notified of whether or not their submission will be included on the slate for election at the April 12<sup>th</sup> Annual General Meeting. The results of the election will be shared by the end of the day on April 12<sup>th</sup>, 2022.

The candidates whose submissions are included for election will be invited to the Board's Annual General Meeting and Retreat to be held in Ottawa on **April 12<sup>th</sup> and 13<sup>th</sup>**. The elected applicant will also be asked to attend the Board Orientation meeting scheduled for **April 14<sup>th</sup>, 2022**.