



POLICY ID	BP-HR-07	SUBJECT	INDIVIDUAL BOARD MEMBER OF THE CCEB BOARD OF GOVERNORS JOB DESCRIPTION
SECTION	GOVERNANCE – HUMAN RESOURCES		
EFFECTIVE DATE		REVIEW CYCLE	EVERY THREE YEARS
DATE AMENDED	FEBRUARY 2023	NEXT REVIEW	SPRING 2026
POSITION REPORTS TO	THE CCEB BOARD CHAIR		
DOCUMENT EDITOR	CEO		

About the CCEB:

The Canadian Chiropractic Examining Board, CCEB, is a national not-for-profit organization, with an annual budget of approximately \$2-2.5 million CAD, incorporated in Canada. The members of the CCEB are the regulators (registrars) responsible for licensure of chiropractors in their respective provinces/territories. The CCEB develops and administers the written multiple choice and objective structured clinical examinations (OSCE) that are part of the qualifying licensing requirements for chiropractors in Canada. These exams are delivered several times per year at various centers across Canada.

More information about the history of CCEB and the examination process can be found at www.cceb.ca.

Role:

As a member of the Board, a Governor acts in a position of trust and is responsible for the effective governance of the organization. Governors demonstrate a commitment to uphold the values of the CCEB. The CCEB Board of Governors has eight (8) members, six (6) chiropractic members, duly licensed and in good standing in Canada, for a minimum five-year period, and two (2) public members.

Requirements:

1. Commitment to the purpose, strategic plan and policies of the CCEB. Understanding of the importance of the fiduciary obligations of the Governors of the organization.
2. Knowledge, skills, and experience in one or more areas:
 - a. Board governance
 - b. Law and/or policy
 - c. Healthcare and/or healthcare regulation

- d. Finance
 - e. High-stakes examination and/or education
3. Ability to attend 3-4 Board meetings per year. 1-2 meetings will be 2 days in-person, with the remaining Board and committee meetings being held virtually. Travel is required.
 4. Ability to participate in additional commitments related to the work of the Board, including but not limited to:
 - a. Committee meetings
 - b. Attendance at meetings held by interested parties
 - c. Conference attendance
 - d. Teleconference meetings
 - e. Generating and presenting reports and other information
 5. Ability to serve a term of office up to three years with possibility for renewal to a maximum of three terms or nine years based on review every three years.

Competencies:

- Integrity – you believe in doing what is right even if no one will notice. You pride yourself on being ethical and holding yourself and others accountable.
- Communication – you value clear and concise communication and pride yourself on being able to alter your tone and delivery to the audience. You are an active listener who understands effective group communication and decision making.
- Leadership – you are a strong consistent leader, coach, and mentor who can motivate people and create engaging and productive work environments. You provide constructive feedback and help guide the organizational resources with prudence.
- Teamwork – you understand how to work collaboratively and provide support to the team. You believe we all succeed if we support each other and don't care who gets the credit. You have a keen ability to create consensus.

Additional Information:

Candidates for consideration may be subject to any of the following:

- Execution of the CCEB Statement of Confidentiality, Code of Conduct, and other such statements/disclosures as required by the CCEB;
- Proof of education/credentials: certificates, diplomas, degrees etc.;
- Criminal background check;
- Professional and personal references; and/or
- Any additional information verification requested by the CCEB.

Only applicants that can demonstrate they are free from conflict of interest will be considered. Such conflicts include, but are not limited to, being a member of faculty at a chiropractic college or a president or senior staff officer of a chiropractic regulatory body.