

# 2025 Election: CPA Call for Directors

## What is the Canadian Physiotherapy Association (“CPA”)?

The CPA is the national association for physiotherapists in Canada. Its mission is to lead, advocate, and inspire excellence and innovation to promote health.

## How is the Board of Directors structured?

The Board of Directors consists of nine (9) or ten (10) Director positions. Nine (9) individuals are elected by the Members and one (1) position is optionally appointed by the Board. The Board must consist of at least six (6) positions that shall be filled by individuals who belong to the Full Member sub-category and may include no more than one (1) individual who belongs to the Assistant or Technologist sub-categories (i.e., Physiotherapist Assistant Members and Physiotherapy Technologist Members) combined.

In 2025, the CPA is seeking candidates to fill three (3) vacancies on the Board of Directors for the three-year terms beginning in June 2025.

## Responsibilities

The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically, Directors must:

- Support the objectives and activities of the organization.
- Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Attend meetings of the Board and actively participate in decision-making.
- Share their areas of expertise with the Board.
- Serve on committees of the Board.
- Be an advocate and ambassador for the organization.
- Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Fulfill the duties of care and loyalty to the organization.
- Participate in regular assessments to improve Board performance.
- Participate in strategic planning activities.
- Prioritize and monitor programs and services.
- Avoid conflicts of interest.
- Participate in the organization’s conferences and meetings.

## Term of Office

Directors generally serve a term of three (3) years.



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## Time Commitment

The CPA holds a minimum of four (4) meetings of the Board per year. Where applicable, travel expenses are paid by CPA.

For the remainder of 2025, Board meetings will include:

- June 21 (virtual, 2 hours)
- September 27 (virtual, 4 hours)
- November 27-30 (in-person weekend event in Ottawa)

Serving as a Director requires 8-10 hours of time commitment in an average month. All Directors will be required to serve on one or two Committees of the Board. Committees generally meet 3 – 4 times per year and all meetings are generally virtual.

## Eligibility

To be eligible for election as a Director, an individual must:

- a) Be eighteen (18) years of age or older;
- b) Not be a Director of a Branch or hold an elected or appointed executive position (such as Chair, Treasurer, Secretary, etc.) with a Division;
- c) Not belong to a Student Member sub-category (i.e., Physiotherapy Student Members, Physiotherapist Assistant Student Members, and Physiotherapy Technologist Student Members);
- d) Not be a member (elected or appointed) of any council, board or committee of a physiotherapy regulatory body;
- e) Have not been declared incapable by a court in Canada or in another country; and;
- f) Not have the status of bankrupt.

## How will Board members be selected?

Directors are elected in accordance with the CPA's By-laws.

## Who is qualified to be a Director?

Directors should possess many of the following *General Attributes* and more than one of the *Specific Skills*:

General Attributes:

- Knowledge of the Physiotherapy Community
- Board Experience with a Not-for-Profit Board
- Policy Development
- Team Player
- Business Acumen
- Public/Private Health System Experience

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## Specific Skills:

- Leadership
- Fundraising
- Legal
- Human Resources Management
- Entrepreneurship
- Technology, IT, Innovation
- Health Human Resource Planning
- Insurance
- University, Academia & Research
- Equity, Diversity and Inclusion
- Government Relations
- Accounting & Finance
- Strategic Change Management
- Marketing/Communications
- Political Capital

## Nominations

All individuals wishing to run for a position as a Director, will be subject to nomination which requires the submission of a signed Candidate Application Form and supporting materials by the application deadline. Directors up for re-election do not require application forms but must inform the committee in writing if standing for re-election.

The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.

At its discretion, the Nominations Committee may permit an individual who is currently ineligible to stand for election if, in the view of the Nominations Committee, the individual will become eligible within fourteen (14) days following the Annual Meeting, per Section 5.5(f) of the By-laws.

At its discretion, the Nominations Committee may 'endorse' or 'recommend' preferred candidates who have skills that meet identified gaps for the Board in this election year.

## What information will be required to support each application?

Each nominee must complete and sign a *Candidate Application Form* and submit it to the Nominations Committee along with a letter of intent and a résumé outlining the nominee's qualifications, successes, and work and volunteer history.

Nominees may further submit 'campaign material' including the following:

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- A campaign platform describing what the nominee would like to do to further the objectives of the CPA – this material may be as detailed or specific as the nominee desires
- A headshot photo
- A biography of the nominee (maximum 300 words)
- Testimonials/references from other organizations or other individuals

At the discretion of the Board and Nominations Committee, each candidate's campaign material may be distributed to the Members.

Further, at the discretion of the Board and Nominations Committee, candidates may be permitted to make a short speech (maximum of two (2) minutes) at the meeting of the Members to discuss and describe their candidacy.

## **What is the deadline for submitting applications?**

Applications may be submitted by e-mail to [governance@physiotherapy.ca](mailto:governance@physiotherapy.ca) no later than:

**\*\*\*11:59 PM ET on March 21, 2025\*\*\***

