

	BOARD OF DIRECTORS
Policy	Process for Nominating the President-Elect
Last reviewed by the Governance Committee	February 15, 2019
Approved by Board	March 1, 2019

Each year a President-elect will be selected from the Doctors Nova Scotia membership. This policy, which has been approved by the Board of Directors, outlines the process that will be used to select that individual. The Board believes this process is transparent and inclusive and an effective way to choose candidates for this very important role.

1. Overview

Each year, around mid-February, a call for nominations will go out to the general membership. Any member meeting the required criteria can be nominated for President-Elect.

The Nominating Committee will review all nominations using the selection criteria outlined in Section 3 of this policy and select a preferred candidate for the Board's consideration. The Committee will also provide a rationale to support the recommendation.

If the Board endorses the Nominating Committee's recommendation, the name goes forward to the Annual General Meeting for approval by resolution. If the Board does not endorse the recommendation, they can ask the Nominating Committee to consider another candidate.

2. Schedule

The nomination and selection process will be implemented based on the following schedule:

Early to Mid February	Call for nominations (nominations package to all members which includes role descriptions for the President-Elect, President and Board Chair)
Early to Mid March	Deadline for nominations (allow 4-5 weeks)
Mid March- Early April	Nominating Committee to review nominations and select preferred candidate
Mid April	Nominating Committee makes a recommendation at April Board meeting
Early June	Approval at AGM

3. Selection Criteria

The Nominating Committee will use the following criteria to select a candidate for President-Elect.

Must:	Considered an Asset or Desirable:
<ul style="list-style-type: none">• Be a member in good standing;• Have been a member for at least five years;• Have experience in leadership roles;• Be recognized as a leader by his/her peers;• Have good communications skills;• The Nomination must be supported by two members of Doctors Nova Scotia.	<ul style="list-style-type: none">• Experience serving on the Doctors Nova Scotia Board of Directors;• Other governance experience, such as sitting on other boards; and• Formal leadership development or training. <p><i>Note: The Nominating Committee will also consider representation from equity-deserving groups, geographic regions, specialties and gender when nominating a candidate for President-Elect.</i></p>

4. Nomination Form

Each candidate will be required to complete a nomination form (Schedule A). This form is designed to gather information that will be used by the Nominating Committee to determine whether the candidate meets the selection criteria.

5. No Eligible Nominations

If there are no nominations after the initial call for nominations, or the nomination(s) received are deemed not to meet the selection criteria outlined in this policy, a second call will be issued and open for a period of two weeks. If there are still no nominations, or those received do not meet the selection criteria, the Nominating Committee will nominate one eligible member. That candidate will go forward to the Board for endorsement and to the AGM for approval.

6. Accepting Nominations from the Floor

Nominations for President-Elect will not be accepted from the floor at the Annual General Meeting or through any means other than the process outlined in this policy.

Any questions about the process for nominating the President-Elect can be directed to:

Charmaine Smith
Director, Corporate Services
charmaine.smith@doctorsns.com
Tel: (902) 223-0998
Nova Scotia toll-free: 1-800-563-3427

NOMINATION FORM

President-Elect 2025-26

Please return via email or fax by March 25, 2025:

Email: president@doctorsns.com

Fax: (902) 468-6578

(Please Print)

Nominee		
Area of Specialty and location of practice		
E-mail Address		
Preferred Telephone #		Fax#

Our commitment to equity, diversity and inclusion

Doctors Nova Scotia is committed to developing and supporting a more diverse, inclusive and equitable environment for both physicians and staff. We encourage applicants from equity-deserving populations to apply and self-identify when completing the skills and attributes survey. We also encourage all applicants to share how they will bring an equity lens to leadership positions at DNS. Equity, diversity, inclusion, reconciliation and accessibility (EDIRA) is an integral component of DNS through our Strategic Plan and EDIRA framework. DNS considers EDIRA to be outcomes which are achieved through processes and tools such as reconciliation, decolonization and accessibility. When DNS refers to “EDIRA work,” it is including the processes that can lead to the outcomes of EDIRA for all. The association’s commitments to EDIRA are upheld through regular education sessions; a Respectful Workplace Policy for staff, Board and committee members; external audits; a staff EDIRA and TRC committees; and routine application of an equity lens in all organizational decision-making. As outlined in our [Board and Committee Diversity Policy](#), the Board will strive to foster a brave space that tackles challenging topics with respect and care, and where everyone feels comfortable participating. If you have questions about how DNS can ensure a safe place for you or how the expression of interest process can accommodate your needs, we invite you to reach out to Basma Deef, Senior Diversity Advisor, at basma.deef@doctorsns.com.

Please answer the following questions.

NOTE: Although we gather this information, formal leadership development or training and experience with DNS boards or committees is not a requirement for this role.

1. Why do you want to be President of Doctors Nova Scotia?
2. Do you have any experience with Doctors Nova Scotia (board, committees, working groups, etc)?
3. Provide examples of formal leadership and/or governance roles that you have served in (clinical, academic, boards, committees, volunteer, etc.):
4. Please provide any other examples of how you have demonstrated leadership as a physician (excluding the formal roles noted in the previous question). Examples of your leadership might include advocating for others or for yourself, supporting peers or patients, or navigating challenges in your medical career.

5. Why do you think you would be recognized as a leader among your peers?
6. Have you participated in any formal leadership develop or training? If, yes, please provide details.
7. *(Optional question)* Please tell us how you have or will foster and prioritize equity in your medical leadership.
8. Is there any further information you would like to provide to support your nomination?

Please complete the [skills and attributes survey](#) and attach your answers to these questions and a short biography or CV (maximum 2 pages). Written references are optional.

Nominators

Please print and sign (two nominators required)

Note: Nominators can send an e-mail in lieu of a signature to president@doctorsns.com

1.	Print Name	Signature
2.	Print Name	Signature

Nominee

I accept the nomination for President-Elect of Doctors Nova Scotia

	Print Name	Signature
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