

CCMG Committee Nomination Process

Introduction

The Awards and Nominations Committee (A&N) is mandated by the CCMG Board to handle nominations for committee membership. It fulfills this mission by:

- Polling Fellows regarding their interest in committee membership
- Contacting all new Fellows to inform them of committee activities and to solicit interest in committee membership
- Communicating with committee Chairs concerning potential new members and those existing members whose terms have expired
- Make recommendations to the Board for membership of committees
- Reporting annually to the Board and the membership with information on placement of volunteers

Committee Nomination Process

Committee nomination is a process that spreads over several months.

- In July, A&N reviews the Committee rosters (including Scientific and Examination) and determines who will reach the end of their first or second term in the upcoming year; A&N contacts Committee Chairs to confirm which committee members will be retiring and if those finishing one term are willing to continue for a second term.
- In August, A&N generates a list of committee vacancies and forwards it to the CCMG Office to have it sent, along with a general application form, to the membership, asking for volunteers. The CCMG Office forwards these forms to A&N.
- In September/ October, A&N meets to determine committee membership based on each committee's Terms of References and vacancies, volunteer specialty and geographic location of volunteers, together with suggestions from committee members. A&N then contacts Committees' Chairs with their new roster to ensure it meets the need of each committee.
- In November, the committee membership list is finalized and sent to the Board for approval. Once it is approved.
- In January, the approved new committee membership list is posted on the CCMG website, and the Office sends a letter to the committee Chairs including their new committee roster.

Frequently Asked Questions

1. Why should I sit on a CCMG committee?

CCMG committees rely on volunteers from the membership to work on matters of interest to the members, the public, fellows-in-training and the College. Our College is as alive and relevant as we volunteers make it!

Although working in a committee is time consuming, it is a great way to discover aspects of the College with which you may not be familiar, meet colleagues from across the country, network,

make friends and help in establishing the professional and ethical standards of medical genetics service in Canada. It is very rewarding to help the College meet the challenges of the rapidly evolving world of genetic services and ensure patients receive the most appropriate genetic testing and counselling. Furthermore, serving 15 years on committees and Board makes you eligible for Emeritus status when you fully retire from practice.

2. How long is a committee term?

It depends on the committee. Most committees have a term of three years, renewable once. However, the term is 3 examination cycles on the Examinations committee, and 4 years on the Scientific program committee. The terms of all committees except Examinations are renewable once. Each committee sets its own terms for composition and tenure. The most current terms of reference are posted on the CCMG website (<https://www.ccmg-ccgm.org/committees.html>) and are updated as required. Chairs may stay longer, as described in the committees' terms of reference.

3. When does a committee term start?

The term for the Examinations and Scientific Program committees starts in July. All other committees have a term starting in January.

4. Can I volunteer for several committees?

Absolutely, you can select several committees in order to increase the chances of being nominated for a committee.

5. I would like to volunteer for an Ad Hoc Committee or Working Group, but these are not listed on the "Call for Volunteers" form. Why?

A&N has no role in selecting members of Ad Hoc Committees or Working Groups. Membership for these is typically at the discretion of the committee/working group chair(s).

6. I have returned the volunteer form with my info and I have not been placed in a committee this year. Why?

In any given year, there may be more volunteers than committee vacancies; thus not all volunteers can be asked to join a committee.

7. I have returned the volunteer form with my info and I have not been placed in a committee this year. Do I need to submit another form next year?

Yes. Each year the nomination process starts over from the beginning. Interest and availability of members change over time and the Awards and Nominations committee relies on the volunteer

forms received in the 9 months prior to their Fall meeting to nominate members for committees according to the committees' needs and volunteers' interest.

8. Why do A&N take into consideration geographical representation?

Each committee sets their own terms of reference including the ideal committee membership for proper committee work. Most of the committees' terms of reference include geographical representation from across Canada to ensure that regional and provincial differences are taken into account. A&N attempts to fulfill these requirements.

9. I have sent back the volunteer form with interest for a specific committee but A&N contacted me to invite me to sit on another committee. Why?

When committee vacancies cannot be filled with the volunteers who applied, A&N seeks members whose profile correspond to the committee's needs and contacts these members to invite them to sit on a committee.

10. I have not sent back the volunteer form but A&N contacted me to invite me to sit on a committee. Why?

When committee vacancies cannot be filled with the volunteers who applied, A&N seeks members whose profile correspond to the committee's needs and contacts these members to invite them to sit on a committee.

11. Why should I accept to serve on a CCMG committee that I did not volunteer for?

Serving on any CCMG committee allows you to familiarize yourself with how committees work, and it may be easier to start with a "smaller" committee. Also, it gives you the opportunity to get to know other members of the CCMG and for other CCMG members to get to know you, allowing you to build or expand your professional network. Through their different mandates, all committees of the CCMG play an important role in the College. The contribution of all committee members, regardless of the committee they serve on, is extremely valuable to the College.

12. I have been applying for years on a specific committee and I am never nominated. Why?

The terms for most committees are 3 years, renewable once, except Examinations and Scientific program. The term for the former is 3 examination cycles, and for the latter 4 years, renewable once. In addition, A&N has also to take into consideration other matters, such as specialty and geography, as per each committee's terms of reference.

13. What are the committees that may be most difficult to be placed in?

Clinical Practice and Laboratory Practice.

14. What are the committees that I may be more successful to be placed in?

Examinations and A&N.

15. I am a new Fellow. Where can I find information on volunteering for committee work?

Look in your welcome package for the A&N letter introducing committee work and featuring links to the various committees and to the “Call for Volunteers” form. You can send this form back to the Office anytime and it will be considered by the A&N during their subsequent fall teleconference when committee vacancies are being filled.

16. When is the “Call for Volunteers” form sent to members?

This form is sent by the Office to all the CCMG members in August.

17. Do I have to be a Fellow to volunteer for committee work?

No. Affiliate members, such as Fellows-In-Training and Honorary members can volunteer. However, some committees have restrictions regarding affiliate members. Specifically, affiliate members cannot sit on the Examinations Committee, the Credentials Committee, and the Accreditation of Centres Committee.

18. Who sits on the Awards and Nominations Committee?

[Check the CCMG website for information on committee membership](#)