



College of Dietitians of Ontario
Ordre des diététistes de l'Ontario

2026 Committee Appointee Guide



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Introduction

Serving on one of CDO's committees is a rewarding experience and an opportunity to provide a meaningful contribution to regulating the Ontario dietetic profession in the public interest. Committees support the work of the board by developing and recommending policies and support the College's mandate by making decisions on registration, quality assurance, and conduct matters.

The purpose of this appointment guide is to provide interested candidates with information about the application and appointment process for CDO committees.

Position Summary

Committee appointees are individuals who are not members of the board, who have been appointed to specific committees and bring additional knowledge, skills, experience, and perspectives. Committee appointees have a fiduciary duty to CDO and are expected to act in good faith in fulfilling the mandate of the College.

Committee appointees are appointed for a three-year term and can serve a maximum of six consecutive years as a committee appointee or board director.

Committee appointees can serve on the following committees:

1. **Registration Committee:** Receives referrals from the Registrar if there are doubts about whether an applicant meets the registration requirements or if the Registrar believes terms, conditions and limitations should be imposed on a certificate of registration.
2. **Quality Assurance Committee:** Develops, reviews and evaluates the College's Quality Assurance program and identifies quality standards that promote excellent dietetic care and make related program proposals to the Board for implementation.
3. **Inquiries, Complaints & Reports Committee:** Screening committee for concerns about the conduct, competence or capacity of dietitians.
4. **Ontario Dietitians Discipline Tribunal** (formerly known as the Discipline Committee): Holds hearings regarding allegations of professional misconduct or incompetence.



5. **Fitness to Practice Committee:** Holds hearings to determine whether a dietitian is incapacitated (suffering from a physical or mental condition or disorder that may pose a risk to the public interest).
6. **Professional Practice Committee:** Considers and makes recommendations to the Board regarding professional practice standards, policies and guidelines relevant to the practice of dietetics.
7. **Governance Committee:** Makes recommendations to the Board that promote governance excellence and supports strategic decision making related to Equity, Diversity, Inclusion, and Belonging (EDI-B).
8. **Finance and Audit Committee:** Assists the Board in fulfilling its obligations and oversight responsibilities by making recommendations relating to financial planning and reporting, external audit, internal control systems, investments and policies.

Responsibilities

- Serve on one to two committees.
- Review materials before meetings.
- Attend meetings.
- Learn and follow the legislation, terms of reference, regulations, bylaws, and policies.
- Learn and follow committee requirements, mandate, policies and rules.
- Contribute to deliberations and proceedings.
- Listen to and respect the opinions of others.
- Raise issues in a respectful way and encourage open discussion.
- Exercise judgment by raising concerns, taking an independent stand or sharing alternative ideas.
- Participate in orientation and educational activities.
- Participate in committee evaluations.



Time Commitment

Committee	Estimated Meeting Details	Estimated Prep Time
Registration Committee	<ul style="list-style-type: none"> Six half-day, virtual meetings 	Full day
Quality Assurance Committee	<ul style="list-style-type: none"> Three full-day virtual meetings One half-day virtual meeting Twelve half-day virtual panel meetings 	½ to full day
Inquiries, Complaints & Reports Committee	<ul style="list-style-type: none"> One full-day virtual meeting Five half-day virtual panel meetings (Panel 1) Five half-day virtual panel meetings (Panel 2) 	Full day
Ontario Dietitians Discipline Tribunal	<ul style="list-style-type: none"> Meetings as needed based on hearings requirements 	Varies
Fitness to Practice Committee	<ul style="list-style-type: none"> Meetings as needed based on hearings requirements 	Varies
Professional Practice Committee	<ul style="list-style-type: none"> One full-day in person meeting Four half-day virtual meetings 	½ day
Governance Committee	<ul style="list-style-type: none"> Five, half-day virtual meetings 	½ to full day
Finance and Audit Committee	<ul style="list-style-type: none"> Four half-day, virtual meetings 	Varies

Remuneration

Committee appointees receive honoraria and paid expenses aligned with CDO's [Honoraria and Expense Policy](#), provided below.

Per Diem	Time	Rate
100%	Full Day (> 6 hr 1 min hours)	\$ 300
75%	¾ Day (4hrs 1 min)	\$ 225
50%	½ Day (2hrs 1 min)	\$ 150
25%	¼ Day (0 - <2 hours)	\$ 75



Eligibility Requirements

RD Appointed Committee Members

The eligibility for appointment as an RD committee appointee is outlined in [Bylaw 1, Section 8.4](#).

You **are** eligible to be appointed if, as of the date of the appointment:

- You are engaged in the practice of dietetics in Ontario or, if not engaged in the practice of dietetics, principally reside in Ontario.
- You are a general registrant of the College, not subject to a term, condition or limitation other than one applicable to all registrants of the class.
- You completed and submitted the application form by **May 1, 2026** and do not have a conflict of interest in serving as a committee appointee;
- You successfully completed the orientation module and assessment; and
- You meet the competency and attributes of a committee appointee.

You **are not** eligible to be appointed if, as of the date of the appointment:

- There are any terms, conditions or limitations on your certificate of registration other than one applicable to all registrants of the class.
- You are in default of the payment of fees payable to the College.
- You are currently the subject of any disciplinary or incapacity proceedings in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.
- You have been revoked or suspended in the last six years, for any reason other than non-payment of fees.
- There has been a finding of professional misconduct against you by the College's Discipline Committee or any Discipline Committee in any jurisdiction relating to dietetics or any other profession.
- You have been disqualified by the Board in the past three years as a result of a breach of a code of conduct or policy on conduct approved by the Board or a breach of the conflict of interest provisions of by-law 1;
- You have a notation on the College's register of a finding of professional negligence or malpractice.
- You are the subject of a charge under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).



- You have a notation on the College's register of a charge in relation to any offence.
- You have a criminal finding of guilt as an adult under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada).
- You have a notation on the College's register of a finding of guilt made by a court with respect to any offence.
- You have a notation on the College's register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.
- You are the subject of an undertaking provided to the College with respect to a fitness to practice issue.
- You are currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.
- You have been ordered to attend a caution or complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the past three years.
- You are a Board director/Council member of another regulated health profession in Ontario.
- You are currently an employee of the College or have been employed by the College during the previous two years.
- You are an applicant for employment with the College or have applied for employment at the College during the previous year.
- You are in default of completing and submitting any information or form required under the regulations of the Regulated Health Professions Act, 1991, the Dietetics Act, 1991, or by-laws of the College.
- You are a party in any legal proceedings against the College.
- You have a conflict of interest to serve as a committee appointee.
- You currently hold a position that would cause you, if appointed, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.
- You currently hold, or have held within the previous three years, a leadership, employment or contractual role within an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians or oversees the regulation of dietitians.
- You have served six consecutive years as a director and/or committee appointee, and less than three years have passed since your last year.



Public Appointed Committee Members

The eligibility for appointment as a public committee appointee is outlined in [Bylaw 1, Section 8.5](#).

You **are** eligible to be appointed if, as of the date of the appointment:

- You principally reside in Ontario.
- You completed and submitted the application form by the deadline and do not have a conflict of interest in serving as a committee appointee;
- You submitted a criminal record check dated within six (6) months of the date the application is filed with the Registrar, in the form required by the College;
- You successfully completed the orientation module and assessment; and
- You meet the competency and attributes of a committee appointee.

You **are not** eligible to be appointed if, as of the date of the appointment:

- You are currently the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to any profession;
- You have had a certificate of registration or similar registration status with any professional regulatory body revoked or suspended in the six years preceding the date of the appointment for any reason other than non-payment of fees;
- There has been a finding of professional misconduct against you by any discipline committee or comparable decision-making body in any jurisdiction relating to any profession;
- You have been disqualified by the Board in the past three years as a result of a breach of a code of conduct or policy on conduct approved by the Board or a breach of the conflict of interest provisions of by-law 1;
- You are engaged in the practice of dietetics in any jurisdiction;
- You have had a finding of professional negligence or malpractice made against you;
- You are the subject of a charge under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada) that is relevant to your suitability to serve;
- You have charges against you in relation to any offence that is relevant to your suitability to serve;
- You have a criminal finding of guilt as an adult under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada) that is relevant to your suitability to serve;
- You have a finding of guilt made against you by a court with respect to any offence that is relevant to your suitability to serve;



- You have entered an undertaking with any professional regulatory body with respect to a matter involving a complaint or disciplinary matter;
- You are the subject of an undertaking provided to any professional regulatory body with respect to a fitness to practise issue;
- You are currently the subject of an interim order made by a professional regulatory body;
- You have been ordered to attend a caution or complete a specified continuing education or remediation program by a panel of any Inquiries, Complaints and Reports Committee or by a comparable decision-making body or decision-maker in the past three years.
- You are a member of the board of directors or council of any RHPA college, and have resigned from the Board of Directors during the preceding three (3) years;
- You are a current or former employee of the College
- You are an applicant for employment with the College or have applied for employment at the College during the previous year.
- You are, or have been, a party to a legal proceeding against the College.
- You have a conflict of interest to serve as a committee appointee.
- You currently hold a position that would cause you, if appointed, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.
- You currently hold, or have held within the previous three years, a leadership, employment or contractual role within an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians or oversees the regulation of dietitians.
- You have served six consecutive years as a director and/or committee appointee, and less than three years have passed since your last year.

The Application Process

To apply for a committee position:

- Complete the [orientation module](#)
- Pass the orientation assessment (link to assessment is in the orientation module)
- Submit a completed application form and your resume, to info@collegeofdietitians.org by **May 1, 2026**.
 - [Application form for RD applicants](#)



- Application form for public applicants
- **Public applicants** are not required to submit a Criminal Record Check with their application; however, a current check from a police service or accredited provider will be required prior to appointment if selected.

The application will take about two hours to complete and contains five sections:

1. Applicant Information
2. Self-Declaration of Eligibility
3. Conflict of Interest Questionnaire
4. Declaration of Commitment and Understanding
5. Committee Competency and Attribute Framework Self-Assessment

Section 1: Applicant Information

Along with your application information, this section asks you to confirm that you have reviewed CDO's orientation module and completed the assessment, which takes about an hour. The orientation module serves to provide applicants with a greater understanding of:

- The College of Dietitians.
- Our board and committees.
- Our role in the healthcare system.

The orientation module is available [here](#), which includes the link to the assessment.

There is no limit to the number of times you can take the assessment.

For RD applicants only, this section also asks you to indicate if you want to be considered for [other positions](#) if you do not meet the eligibility criteria or are not selected as a committee appointee. There are many other roles that help to make sure dietetic services are safe, ethical, and high-quality.

Section 2: Self-Declaration of Eligibility

This section will have you review the [eligibility requirements](#) for committee appointees as set out in CDO bylaw. You will be asked to select all criteria that applies to you.



Section 3: Conflict of Interest Questionnaire

This section asks you to disclose whether you have any actual, potential or perceived conflict of interests that may affect your judgement, impartiality or ability to fulfill your duties to the College.

If you are unsure whether you have a conflict of interest (for example, a current affiliation with an association related to dietetics), provide as much detail as possible. We will contact you if we require additional details.

Section 4: Declaration of Commitment and Understanding

This section asks you to confirm that you understand the time and responsibilities required to serve as a committee appointee.

We ask for this information to understand how your availability and circumstances align with committee responsibilities. This helps us make sure the role supports both your success and our committee needs.

Section 5: Committee Competency and Attribute Framework Self-Assessment

This section asks you to identify your knowledge, skills, experience and qualities using the Committee Competency and Attribute Framework. This framework helps screen applicants and ensures that CDO committees have the right mix of skills and attributes to make informed decisions in the public interest.

The information you provide in the self-assessment will only be used to inform the recommendations for committee appointments. The information you provide will not be included in your registrant profile and will only be shared with the Governance Committee and Executive Office staff.

To explain how your competencies were developed, reflect on your past achievements, experiences and challenges. You can also highlight how you are improving on the competency through projects, or training.

When determining how the competency is being used, reflect on specific and concrete examples of how it's used at work, in volunteer positions, or in your personal life to achieve positive outcomes or solve problems.



This section will also ask you to review the core attributes and identify whether you meet them. You can optionally self-identify certain general attributes to support diversity, equity, and inclusion in committee appointments. Applicants will not be penalized for choosing not to disclose information about their attributes. You can answer all, some or none of the questions and your application will still be considered.

Application Review and Decision-Making

Staff screen applicants against the eligibility requirements. Those who meet the eligibility requirements will be interviewed by a panel of CDO staff and members of the Governance Committee in early May.

Following the interviews, the Governance Committee will recommend committee appointments.

Applicants can withdraw from the appointment process at any time if they wish.

Appointment Timeline

Committee members are appointed by the Board at the June meeting (the first meeting of the term). All applicants will be notified of the Board's decision following the June meeting. The results will then be made public on our website and social media channels.

Event	Date
Call for applications begins	April 13
Application period	April 13 – May 1
Interviews	Week of May 4
Appointment notification	May 22
CDO onboarding	TBD June – September

Other Ways to Get Involved (For RD Applicants Only)

Registrants are essential to self-regulation. The College relies on you to help develop regulations, programs, and policies that support safe, ethical, and high-quality dietetic care.

Being involved with the College also helps you grow professionally by building new skills, knowledge, and experience.

Item Writer

Item writers are subject matter experts who support the maintenance of CDO assessments by developing test questions.

Item writer position summary:

- Attend training sessions.
- Review, revise and write new assessment questions.

Time commitment:

- About 4 days

Position receives honoraria and paid expenses.

PBA Interviewer

RDs serve as interviewers for CDO's online Performance Based Assessment (PBA). The PBA is the final stage of the Prior Learning Assessment and Recognition (PLAR) process, which determines whether international applicants meet the requirements to practice in Canada.

PBA interviewer position summary:

- Attend training sessions.
- Virtually administer oral case questions to two PBA candidates.

Time commitment:

- About 2 days.



Position receives honoraria and paid expenses.

PBA Assessor

RDs serve as assessors for CDO's online Performance Based Assessment (PBA). The PBA is the final stage of the Prior Learning Assessment and Recognition (PLAR) process, which determines whether international applicants meet the requirements to practice in Canada.

PBA assessor position summary:

- Attend training sessions.
- Complete up to six assessments of PBA candidate responses in your area of practice (both written and oral).
- Discuss assessment findings with CDO.

Time commitment:

- About 3-7 days

Position receives honoraria and paid expenses.

Learning Diary Assessor

Learning diary assessors review professional development activities and practice hours to evaluate an RD's ongoing competence in a specific area of dietetic practice.

Learning diary assessor position summary:

- Attend training sessions.
- Evaluate learning diaries.
- Check that learning outcomes align with key competencies.
- Write a summary of the findings.

Time commitment:

- About 2-4 days.

Position receives honoraria and paid expenses.



Peer and Practice Assessor

Peer and practice assessors evaluate the practice, ethics and performance of RDs. This assessment is used to identify and mitigate the risk of harm in professional practice.

Peer and practice assessor position summary:

- Lead opportunities for peers to share best ways to manage risks in dietetics.
- Assess RD practices to identify risk and ensure alignment with safety standards.
- Collaborate with dietitians to create plans for reducing risks and improving the safety of their practice.
- Evaluate adherence to ethical principles, particularly related to client safety, confidentiality and informed consent.
- Promote a culture of continuous and proactive learning.
- Maintain detailed records of risk assessments and mitigation strategies.
- Report findings to the Quality Assurance Committee.

Time commitment:

- Varies.

Position receives honoraria and paid expenses.