



Expression of Interest: Consultant for Developing a Recruitment Framework

In September 2020, the Nova Scotia Dietetic Association's (NSDA) board of directors established its strategic plan. One of the Board's goals is to develop a recruitment framework and implement an effective recruitment strategy for the NSDA board.

Experience:

- Understanding of recruitment for volunteer regulatory boards
- Understanding of self-regulation
- Could be a dietitian or regulated health professional, but not required
- Project management skills
- Experience developing/using competency frameworks

Resources:

- Existing terms of reference for nomination committee
- Board member role descriptions
- Current and college legislation and by-laws, board charter, gap analysis
- Nominations Committee

Deliverables:

- Scan of other provincial dietetic colleges and/or Provincial Network for regulatory processes/competency frameworks
- Key recommendations based on best practices around recruitment
- Development of a recruitment framework inclusive of:
 - o Identifying competencies as related to job description and gap analysis (gap analysis may need revision as well) – inclusive of specific roles within the board (president, president-elect, treasurer, member at large)
 - o Identifying process for competency-based recruitment
 - o Succession planning
 - o Roles and responsibilities within the board/nominations committee (may include review and update of nominations committee terms of reference) related to a recruitment strategy
 - o Recruitment timeline/schedule (to link into the macro agenda)

Process:

If interested, please submit your resume and a letter that outlines:

- Your skills and experience
- High level overview of your strategic approach to this project
- Time frame
- Expected hours required for completion/hourly rate

Please submit the above to Jennifer Hemeon at jhemeon@nsdassoc.ca by February 12. Those selected for an interview will be contacted. Questions may be directed to Jennifer Hemeon.

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