

Board Charter

Policy Number: G-01.02.00	Next Review Date: 2027
Approved by: NSRDDA Board	Approval Date: August 28, 2025

1. Purpose

This Charter explains the role and responsibilities of the Board of the NSRDDA. It guides the Board in fulfilling its mandate to regulate the professions of dentistry and dental assisting in the public interest, following the law and good governance practices.

2. Scope

This policy applies to the NSRDDA Board.

3. Policy Statement

In addition to fulfilling the legal requirements set out in the *Act*, the Board will provide effective stewardship and strategic leadership for the organization by fulfilling the key governance responsibilities identified herein.

The Board will govern with an emphasis on (1) outward vision, (2) an equitable and inclusive approach to its public protection mandate, recognizing Nova Scotia's vastly diverse public, (3) strategic leadership more than operational detail, (4) clear distinction of Board and Registrar roles, (5) collective decision-making, (6) future orientation, and (7) proactive identification of issues and opportunities.¹

Key Governance Responsibilities:

Mandate and Vision

- To ensure the organization fulfils its legislated mandate
- To establish a clear long-term vision for the future regulation of the professions and the organization

Ethics and Values

- To define the ethics and values that will guide conduct and decision-making within the NSRDDA, e.g. conflict of interest policy, code of conduct, etc.

¹ These principles are drawn from the Carver model.

- To uphold and protect human rights in the NSRDDA's operations in keeping with the Nova Scotia Human Rights Act

Organizational Strategy, Plans and Performance

- To ensure that the NSRDDA has a current and relevant strategic plan in place at all times, that includes an EDIRA-related component
- To approve an annual business plan and budget, ensuring alignment with the strategic plan
- To approve key performance indicators (KPIs) for the NSRDDA and to monitor the NSRDDA's performance against its strategic plan, annual business plan, and legislated mandate

Management of Registrar

- To define the role of, appoint, evaluate, compensate or terminate the Registrar
- To approve the succession plan for the Registrar

Financial Oversight

- To ensure the ongoing financial health and sustainability of the NSRDDA by ensuring that key financial policies are in place, clear spending authorities are defined, and financial reporting systems are in place to enable the Board to monitor ongoing financial performance

Risk and Compliance Oversight

- To understand the principal risks facing the NSRDDA and to monitor that appropriate systems are in place to minimize and manage the risks
- To monitor the appropriateness of the NSRDDA's internal controls, processes and management information systems
- Oversee the NSRDDA's compliance with all statutory, regulatory or legal requirements, including but not limited to privacy and the handling of personal information

Quality Oversight

- In keeping with the requirements of the *Act*,
 - To set and monitor standards and guidelines of the professions to protect the public interest (e.g. licensing, continuing education and practice review)
 - To appoint the members and chairs of all Statutory Committees
 - To monitor the NSRDDA's compliance with the quality assurance program for regulatory performance established by the Minister, and the organization's ongoing quality improvement efforts
- Ensure professional conduct mechanisms are designed to protect the public interest and safety and minimize risks of repeat misconduct

Human Resources Oversight

- To monitor that the NSRDDA has sufficient human resources to carry out its work and that appropriate, equitable and inclusive human resource systems are in place to attract and retain qualified and motivated employees (e.g. compensation and benefits philosophy, performance evaluation, clear HR policies, succession planning process, etc.)
- To oversee the NSRDDA's progress towards EDIRA-related outcomes

Communications and Stakeholder Relations

- To establish, through a communications policy, minimum standards for effective communication with the NSRDDA's stakeholders that include ensuring that all messaging and channels are clear, plain language, reflective of the organization's values and ethics, and in a manner commensurate with the Regulator's resources
- To ensure the NSRDDA's compliance with requirements in the *Act* or *Regulations*, or other applicable legislation (e.g., *Fair Registration Practices Act*) regarding the publication of information on the organization's website or other forms of communication
- To monitor the NSRDDA's relationships with its stakeholders

Accountability

- To provide the Minister with an annual report in the form required by the *Regulated Health Professions General Regulations*
- To ensure that the NSRDDA is accountable to the public and its other stakeholders

Governance Effectiveness and Efficiency

- To ensure the NSRDDA uses a competency-based approach to the appointment of Board members and Committee members, while also bearing in mind its commitment to EDIRA principles
- To ensure there is clarity of role and responsibilities between the various NSRDDA decision-makers (e.g. between the Board, the Registrar and the Statutory Committees)
- To ensure the ongoing effectiveness and efficiency of the NSRDDA's governance through regular evaluation and ongoing continuous improvement

4. Monitoring and Policy Review

The Chair of the Governance and Human Resources Committee will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

5. Accountability

The Board Chair and the Registrar are accountable for ensuring compliance with this policy.