

Expectations of Board Members

Policy Number: G-08.01.00	Next Review Date: 2031
Approved by: NSRDDA Board	Approval Date: August 28, 2025

1. Purpose

The purpose of this policy is to define the expectations for NSRDDA Board members in order to promote effective governance, uphold the organization's public interest mandate and values, and ensure accountability and integrity in all board activities. This policy establishes a shared understanding of the behaviours and commitment required of each Board member to support the NSRDDA's strategic direction and long-term success.

2. Scope

This policy applies to all members of the NSRDDA Board, including public or registrant members, and any non-voting or *ex officio* members.

3. Policy Statement

Board members will adhere to the following norms of behaviour and conduct in the fulfillment of their responsibilities:

During Board Meetings:

- Regular and punctual attendance at Board meetings, with a commitment to arrive on time and to stay for the full duration
- Advance reading of Board materials so that Board members are prepared to contribute to the discussion
- Declaring of any conflicts of interest regarding matters on the Board's meeting agenda
- Fostering trust and demonstrating collegiality, open-mindedness and respect for others and their opinions
- Participation and active engagement during meetings, sharing their experiences, background and rationales for specific perspectives
- Being 'present' and engaged in active listening, keeping all distractions to a minimum during a Board meeting
- Staying focused and on topic, avoiding repetition
- Offering perspective based on their lived experience and expertise but refraining from taking advocacy positions on behalf of specific stakeholders – each Board member has a fiduciary duty to act in the best interests of the NSRDDA as a whole
- Contributing to Board decision-making in a constructive and solution-oriented manner

- In deliberations and decision-making, applying a lens that prioritizes public protection
- Grounding decisions in evidence, ethical standards and a commitment to transparency

Between meetings:

- Respecting the confidentiality of Board business
- Preparing for meetings by reading the Board packages
- Following -up on commitments
- Being responsive to communications from the NSRDDA, the Registrar or the Board Chair
- Engaging in informal communication with Registrar and Board Chair as circumstances warrant
- Advising the Board Chair or Registrar of any substantive issues that could arise at an upcoming Board meeting – “no surprises”
- Supporting the outcomes of the Board’s decision-making processes to enable the organization to move forward as determined by the Board, even if they personally disagree with those outcomes; where a Board member is challenged to do so, they should consult with the Board Chair who may, in very exceptional circumstances, allow the matter to be revisited by the Board at the next Board meeting
- Acting as a positive ambassador for the NSRDDA and the Board

Relationship with staff:

- Respecting the distinct and complementary roles of the Board and the Registrar
- Respecting staff reporting relationships

Professional development:

- Staying abreast of developments affecting the professions of dentistry and dental assisting
- Maintaining a general awareness of evolving governance trends and best practices for regulatory bodies
- Developing an understanding of basic rules of procedure
- Participating in orientation and ongoing education programs as required under the NSRDDA’s legislative framework

4. Breach of Expectations

Where a Board member is alleged to have breached this policy or failed to fulfill their responsibilities, the matter may be reviewed by the Board Chair (or the Governance and Human Resources (GHR) Committee). The process may include:

- Informal discussion and coaching
- Formal review by the GHR Committee
- Recommendation for remedial training or changes in Committee assignment

- In serious or repeated cases, a recommendation for removal in accordance with bylaws or applicable legislation

4. Monitoring and Policy Review

The Chair of the GHR 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 Chair of the GHR Committee are accountable for ensuring compliance with this policy.