Call for Applications CTS Board of Directors & Chair, Canadian Respiratory Guidelines Committee (CRGC)

CTS is seeking applications from active members interested in serving on its Board of Directors in the position of Director, CTS Board of Directors and Chair, Canadian Respiratory Guidelines Committee (CRGC).

The successful candidate will serve as Chair, CRGC and as a Director of the CTS Board, providing leadership in the development, dissemination, implementation, and evaluation of respiratory guidance documents while contributing to the oversight and long-term success of the Society.

Key Responsibilities

Chair, CRGC	**Director, CTS Board of Directors**
Providing strategic leadership and oversight of the CTS guidance document portfolio, including development, dissemination, implementation, evaluation, and quality assurance activities	Participating in the governance and strategic leadership of the Society
Establishing priorities for guidance document development and maintenance in collaboration with committee members, project leaders, and CTS staff	Acting in the best interests of CTS and exercising fiduciary responsibility in accordance with applicable governance policies and legislation
Chairing meetings of the CRGC and fostering engagement and collaboration among committee members and guideline development groups	Contributing to the development, implementation, and monitoring of the CTS Strategic Plan
Supporting innovation and continuous improvement in guidance development methodologies and implementation strategies	Reviewing and approving annual budgets, audited financial statements, and major organizational policies
Serving as an ambassador for CTS guidance documents and promoting evidence-informed respiratory care nationally and internationally	Participating in the identification and oversight of organizational risks and opportunities

Working closely with CTS staff and volunteer leaders to ensure guidance projects are aligned with strategic priorities and available resources	Serving on Board committees or task groups as assigned
	Supporting a culture of diversity, equity, inclusion, transparency, and accountability
	Acting as an ambassador for CTS and advancing awareness of the Society's mission and priorities

Who should apply:

We welcome applications from active CTS members who are passionate about advancing our mission and who bring diverse perspectives, experiences, and expertise. For this role, we are particularly interested in candidates with experience in one or more of the following areas:

- Recognized expertise in respiratory medicine, respiratory health research, guideline development, knowledge translation, or a related field.
- Demonstrated leadership experience in national committees, professional associations, academic institutions, research programs, or health-care organizations.
- Experience contributing to the development, implementation, or evaluation of clinical practice guidelines or other evidence-based guidance documents.
- Strong strategic thinking, communication, and consensus-building skills.
- An understanding of non-profit governance principles and the ability to contribute effectively at the Board level.
- A commitment to advancing respiratory health and supporting the mission and values of CTS.

Term and Time Commitment

- Term: 3 years, renewable once
- Board Meetings: 4 meetings annually (2 in-person, 2 virtual)
- Committee Participation: Bi-annual meetings of CRGC, quarterly meetings of CRGC Executive, and monthly meetings with CTS staff liaison and Vice Chair.
- Expected Time Commitment: Approximately 80 hours annually

Eligibility

Applicants must:

- Be a member in good standing of the CTS
- Support the mission and values of the CTS
- Be willing to fulfill the fiduciary and governance responsibilities of a Board Director

How to Apply

Interested individuals are invited to complete the online application form prior to: **Monday, February 15, 2027.**

Click here to access the application form.

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Role Description
Director, CTS Board
Chair, Canadian Respiratory Guidelines Committee

The Chair, Canadian Respiratory Guidelines Committee is an active member of the CTS and a Director of the Board. The term of the Chair, CRGC is three years, once renewable. The CRGC Chair is appointed by the CTS Board of Directors. The CRGC Chair is responsible for:

- Providing leadership and oversight for CTS guidance document portfolio, including development, dissemination, implementation, and evaluation
- Quality assurance by supporting the development and implementation of standardized processes for CTS guidance document production and dissemination
- In collaboration with CTS staff, establishing annual priorities for guidance document development, updates, implementation activities
- Fostering collaboration with national and international organizations, stakeholders, and partner societies to advance evidence-based respiratory care
- Participating on CTS Education Committee, or appointing a designate
- Reporting on CRGC activities and strategic priorities to the CTS Board of Directors

Leadership

The CRGC Chair provides leadership for the CTS clinical practice guidance document program and serves as the primary liaison between the CRGC, CTS Board of Directors, CTS Executive Committee, CTS Assemblies, guidance document panels, and external stakeholders. The Chair promotes excellence in evidence-based guideline development and implementation, ensuring activities align with the CTS mission, values, strategic priorities, and commitment to improving respiratory health in Canada. The Chair works closely with CTS staff, guidance document panel leaders, and CRGC Executive members to establish priorities, monitor progress, and address emerging opportunities and challenges.

Accountability

The CRGC Chair is accountable to the CTS membership and Board of Directors for the oversight and performance of the Canadian Respiratory Guidelines Committee. The Chair is responsible for ensuring the committee fulfills its mandate and operates in accordance with CTS governance policies, strategic priorities, and approved guidance document development processes. The Chair models and upholds CTS values, Board policies, and the Code of Conduct.

Specific Duties

Committee Leadership

- Develop meeting agendas in collaboration with CTS staff and CRGC Executive members
- Chair meetings of the CRGC and CRGC Executive
- Ensure appropriate follow-up on committee decisions and action items
- Facilitate member engagement and effective committee functioning
- Provide quarterly reports to the CTS Board of Directors regarding CRGC current initiatives, priorities, dissemination and implementation efforts and emerging issues
- Bring forward recommendations requiring Board consideration or approval
- Oversee CRGC Working Groups on an as-needed basis

Strategic Planning and Priority Setting

- Lead the annual prioritization process to review application for CTS guidance documentation and recommendation to CTS Board for approval
- Review emerging evidence, clinical needs, and stakeholder feedback to identify future guidance document opportunities

Oversight of Guidance Document Activities

- Support guidance document panels in applying CTS-approved guidance development methodologies and processes
- Ensure methodological needs are identified and addressed for panel members
- Ensure recommendations are evidence-based, transparent, and aligned with established CTS processes
- Oversee the guidance document proposal review process and monitor progress of active guidance document projects
- Promote consistency and quality across CTS guidance documents
- Support timely review and revision of guidance documents prior to final approvals
- Personally perform reviews of select guidance documents throughout their stages of development and provide feedback

CTS CRGC Chair / Director, CTS Board – Engagement & Time Commitment

Estimated annual commitment is approximately 80 hours per year, excluding travel and Canadian Respiratory Conference attendance.

Task	Frequency	Duration	Approximate Time
CTS Board of Directors meetings	4 times per year April, in-person June, virtual Sept/Oct, virtual Dec, in-person	April 2-4 hrs June 2-4 hrs Fall 2-4 hrs Dec 7 hrs + dinner	20 hours / year Inclusive of meeting time, meeting prep, and emails
CRGC quarterly meetings	4 times per year	2 hrs (plus meeting prep)	12 hrs / year
CRGC Executive meetings	4 times per year	2 hr (plus meeting prep)	6 hrs / year
Meeting with CTS liaison, Chair & Vice Chair	Monthly	1 hr	12 hrs
CTS Education Committee (if not delegated)	2 times per year	1hr	3 hr / year
Guidance Document Project Reviews and Approvals	Ongoing	Variable	15-20 hours / year
Ad hoc meetings and consultations	As required	Variable	5 hours / year
Annual General Meeting attendance	1 time per year	1 hr	1 hr to attend
CRGC Session at Canadian Respiratory Conference	1 time per year	1.5 hr (plus meeting prep)	3 hr
Methodology Workshop	1 time per year	2 hr	5 hr

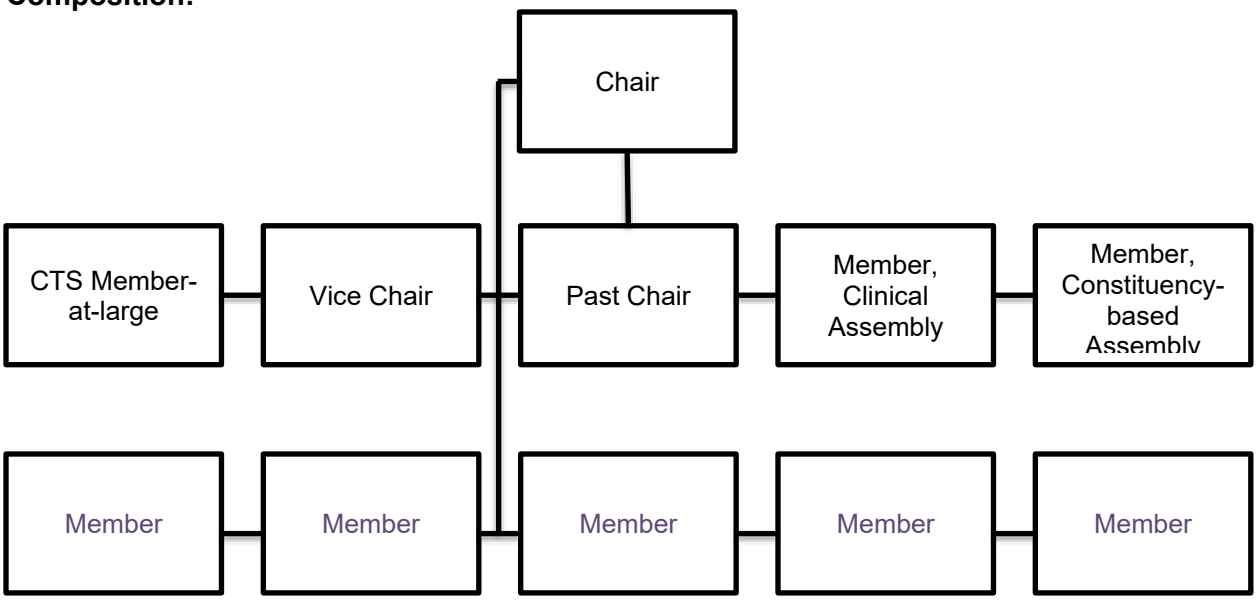
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Terms of Reference for CTS Canadian Respiratory Guidelines Committee (CRGC)

Overview: As a Standing Committee, the Canadian Thoracic Society (CTS) Canadian Respiratory Guidelines Committee assess scientific evidence and the state of respiratory care in Canada and contribute appropriate and up-to-date disease management guidelines and tools to improve respiratory care and patient outcomes, thereby reducing the burden of respiratory diseases in Canadians. The CTS is committed to lead the development and dissemination of world class evidence-based clinical practice guidance documents.

Composition:



The Executive Committee Consists of:

Chair: Appointed by the CTS Board of Directors for a three-year term, once renewable. The CRGC Chair holds a position on the CTS Board of Directors. Must be an active CTS member. The Chair will develop meeting agendas; set priorities annually regarding guideline development, update, and implementation activities. The Chair or designate also participates on the CTS Education Committee.

Past Chair: The Past Chair is a successive role. After completing term as Chair, the candidate moves into the Past Chair position. Three-year term, once renewable. Must be an active CTS member.

Vice Chair: Recommended by the Chair, approved by the CTS Executive for a three-year term, once renewable. This position is not successive, however, the Vice Chair candidate is eligible to take on the Chair role. Must be an active CTS member, have experience with guideline production, and have participated as a CRGC Committee member. Leadership experience would be beneficial.

CTS Member-at-Large: Recommended by the Chair, approved by the CTS Executive for a two-year term, once renewable. This role should be occupied by someone with guideline/methodology expertise.

Member of one Clinical Assembly: Two-year term, rotate between 8 assemblies currently involved in guideline development. Recommended by the Chair, approved by the CTS Executive.

Member of one Constituency-based Assembly: Two-year term, rotate between CRHP and Pediatric assemblies. If there is a Pediatric or CRHP representative as Chair, Vice-Chair, or Past-Chair, a representative from the other Assembly should remain in this position. This is to ensure we have representation from both Constituency-based Assemblies at all times. Recommended by the Chair, approved by the CTS Executive.

CRG Committee Members
This Committee will consist of the following members:

- CTS President (ex-officio), term to coincide with Presidency
- Asthma Assembly, Co-Chair or a designate, two-year term.
- COPD Assembly, Co-Chair or a designate, two-year term.
- Home Mechanical Ventilation Assembly, Co-Chair or a designate, two-year term.
- Interstitial Lung Disease Assembly, Co-Chair or a designate, two- year term
- Pulmonary Vascular Disease Assembly, Chair or a designate, two-year term.
- Sleep Disordered Breathing Assembly, Chair or a designate, two-year term.
- CTS CME/CPE Committee, Chair or a designate, two-year term.
- CRHP Assembly, Chair or a designate, two-year term.
- CTS Pediatric Assembly, Chair or a designate, two-year term.
- Representative from Primary Care, two-year term

All committee members must be a CTS member. Members selected for representation on this committee should exhibit a commitment to the responsibilities and objectives of the CRGC. Where appropriate, committee member designates should be from current guideline panels.

No more than half of the group should be replaced at a particular time, to ensure a continuity of work initiatives. Members shall serve two or three-year terms (in keeping with their position) with possible extension for one more term. The Chair may add temporary members or create ad hoc committees as required, and when approved by the CTS Executive.

Membership in the Committee will be as broad as possible, reflecting equity, diversity and inclusion, ensuring balanced representation in gender and geographic location, representing different interests in respiratory medicine, if possible, including representation from academic and community respirologists, residents, residency training program directors, and medical educational experts.

Terms of Reference:

Accountable to the CTS Board of Directors, members must ensure that:

- Guidelines recommendations reflect best scientific evidence, with the potential to make the most significant contribution to respiratory health through knowledge generation and practice.

- Collaboration and communication with other organizations and key stakeholders are established to help the implementation of recommendations into current care in the most effective way.
- The effects of implementation initiatives are evaluated.

Key Responsibilities and Objectives:

- Support CTS guideline panels by developing and implementing a standardized process for the production, dissemination, and implementation of Canadian respiratory guidelines.
- Set priorities annually regarding guideline development, update, and implementation activities, with corresponding funding and resource allocation.
- Help to optimize both intrinsic features of guidelines that predict their implementation, and activities extrinsic to guidelines that are specifically designed to implement their recommendations.
- Support objective measurements of the effects of guideline implementation activities on clinical care and patient outcomes.
- Assess and address any methodological training requirements for CTS guideline panel members.
- Encourage and foster collaboration with outside organizations and stakeholders.
- The CRGC will convene quarterly virtual meetings. An in-person meeting may be held at the Canadian Respiratory Conference and/or other conferences depending on the availability of members.

The CRGC Executive members will be responsible for approving CRGC minutes and policies.

In addition to the above responsibilities, the CRGC Executive will:

- Review and revise guidelines before final acceptance and recommending approval of guidance document to CTS Executive.
- Communicate all procedural and other recommendations to guideline panels in a timely fashion.
- Host periodic meetings and/or workshops to communicate guideline processes to guideline panel members.

Quorum (after considering input from all members)

- For voting purposes, CRGC Executive quorum will be defined as at least 50% of CRGC members (≥3 members)
- Approval of minutes and policies will require a majority vote of members present
- Members will take part in the meeting discussion and, when required, will vote on issues at the meeting.

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Terms of Reference (TOR) for CTS Board of Directors

Overview

The CTS Board of Directors is responsible for the stewardship, governance, strategic direction, and oversight of the Canadian Thoracic Society (CTS). The Board acts in the best interests of the Society and is accountable to its members for ensuring that CTS fulfills its mission, vision, strategic priorities, and legal obligations. In carrying out its responsibilities, the Board shall act in a manner consistent with the values of the CTS, including collegiality, integrity, inclusion, leadership, and quality.

Authority

The Board has authority over the affairs of CTS, except where such authority is reserved to the members by law or the CTS Bylaws. The Board derives its authority from:

- The Canada Not-for-profit Corporations Act (CNCA);
- CTS Articles;
- CTS Bylaws;
- CTS policies and governance framework; and
- Resolutions of the membership.

The Board governs through strategic leadership, policy, oversight, and accountability. Operational management is delegated to the Executive Director.

The Board acts collectively. Individual Directors have no authority to bind the Society, direct staff, speak on behalf of the Board unless authorized, or make Board decisions independently on the Board's behalf.

Composition

The CTS Articles authorize a minimum of three (3) Directors and a maximum of seventeen (17) Directors. As of the date of this Terms of Reference, the Board consists of thirteen (13) Directors.

Officers (Executive Committee)

1. Past President
2. President
3. President-Elect
4. Treasurer
5. Secretary

Directors

1. Chair, Canadian Respiratory Guidelines Committee
2. Chair, Membership Committee
3. Chair, Research Committee
4. Chair, Long-term Planning Committee

5. Chair, Education & Continuing Professional Development (CPD) Committee
6. Chair, Business Development Committee
7. Representative, Canadian Respiratory Health Professionals (CRHP)
8. Representative, Pediatric Assembly

All Directors must be members in good standing of the CTS throughout their term of office. At all times, a majority of Directors must be physicians specializing in respirology.

The Board should strive to reflect:

- Geographic representation across Canada;
- Gender balance and diversity;
- Diversity of practice settings and career stages;
- Representation of academic and community practice;
- Interdisciplinary perspectives; and
- Accessibility principles.

Responsibilities of the Board

The Board is responsible for the governance and stewardship of the CTS and shall:

- Establish CTS' mission, vision, strategic direction, and priorities
- Approve governance policies and ensure legal, fiduciary, and ethical compliance
- Oversee financial performance, assets, and sustainability
- Oversee organizational risk, succession planning, and business continuity
- Appoint, support, and evaluate the Executive Director
- Ensure accountability, transparency, leadership development, and member engagement

Duties and Expectations of Directors

Directors shall serve without remuneration but may be reimbursed for reasonable expenses incurred in carrying out their duties. Directors serve the interests of CTS as a whole and not solely those of a constituency, committee, assembly, profession, province, or stakeholder group, nor their personal interests.

Directors shall:

- Act honestly, in good faith, and in the best interests of the Society
- Exercise their duties of care, loyalty, and obedience
- Prepare for and actively participate in Board meetings and decisions
- Maintain confidentiality and disclose actual, potential, or perceived conflicts of interest
- Support Board decisions once made
- Avoid directing staff or interfering in operational matters
- Act as ambassadors for CTS

Directors shall comply with the CTS Board Code of Conduct and related governance policies.

Terms of Office

Directors

Directors shall serve a term of three (3) years. No Director shall serve more than two (2) consecutive terms in the same Director position unless at least twelve (12) months have elapsed since the expiry of the individual's last term.

Upon appointment of election, Directors will receive an orientation to CTS governance, strategic priorities, finances, and Board responsibilities. Directors shall annually acknowledge compliance with the CTS Board Code of Conduct, Conflict of Interest Policy, and other governance policies, as required.

Executive Officers

Appointment to the office of Secretary begins a six-year succession pathway:

Year 1: Secretary

Year 2: Treasurer

Year 3: President-elect

Year 4: President

Year 5: Past President

Year 6: Chair, Long-term Planning Committee

Vacancies

Where a vacancy occurs during a Director's term, the Board may fill the vacancy in accordance with the CTS Bylaws. Any such appointment shall continue only until the next election required under the Bylaws.

If a vacancy occurs within the succession pathway of an Officer, the Board may appoint an interim replacement in accordance with the Bylaws.

Meetings

The Board shall meet a minimum of four (4) times annually. Additional meetings may be called by the President, as required. The typical meeting schedule is:

- April – In-person, as possible (in conjunction with the Canadian Respiratory Conference)
- June/July – Virtual
- September/October – Virtual
- November/December – In-person, as possible

Quorum and Voting

Quorum shall consist of a majority of the Directors, in accordance with the CTS Bylaws. Each Director shall have one vote. Decisions shall normally be made by majority vote of the Directors present. The Board Chair (President) shall have a casting vote only in the event of a tie.

Director Nomination Process

Executive Officer Positions

The Long-term Planning Committee shall act as the CTS Nominating Committee for the Secretary position and is responsible for:

1. Soliciting nominations.
2. Assessing candidates against approved criteria.
3. Recommending a nominee to the Executive Committee and Board.
4. Reporting to the membership on the nomination process.
5. Presenting the nominee for election at the Annual General Meeting (AGM).

Standing Committee Chair Directors

Standing Committee Chair Directors shall be selected in accordance with CTS governance policies and approved by the Board. Nominees shall be presented to the membership for election at the AGM

CRHP and Pediatric Representatives

The CRHP and Pediatric Assemblies shall each nominate a candidate for the role of Representative to the CTS Board through a transparent process determined by their respective Assembly. Nominees shall be reviewed by the Executive Committee for governance eligibility, approved by the Board, and presented to the membership for election at the AGM.

Confidentiality and Conflict of Interest

Directors shall maintain the confidentiality of all non-public information obtained through their service on the Board and they shall disclose any actual, potential, or perceived conflict of interest in accordance with CTS policies.

Board Evaluation

The Board shall undertake a periodic review of: Board effectiveness, composition and skills, committee structure, governance practices, and succession planning processes. A governance assessment should be completed every 3-5 years.

Review of Terms of Reference

These Terms of Reference shall be reviewed at least every three years, or sooner if required by legislative, bylaw, or organizational changes.