

<b>BOARD SUCCESSION PLANNING &amp; RECRUITMENT</b>		<b>DOCUMENT TYPE: POLICY</b>
<b>DOCUMENT # 102</b>	<b>CATEGORY: GOVERNANCE &amp; OPERATIONS</b>	<b>DATE ISSUED: OCTOBER 30, 2019</b>
<b>APPROVED BY: THE BOARD</b>	<b>STEWARD:</b>	<b>LAST REVIEW DATE: OCTOBER 30, 2019</b>
<b>ENDORSED BY: COALITION CHIEF OFFICERS COMMITTEE</b>		<b>NEXT REVIEW DATE:</b>

## **PURPOSE**

The Board recognizes that the formal appointment of governors is the responsibility of the appropriate Minister. The purpose of this policy is to provide a framework under which the Board of Governors (Board) will be prepared to recommend to the Minister potential board candidates who will enhance the effectiveness of board operations.

## **PRINCIPLES**

The Board will adhere to the following principles in bringing forth candidates to the Ministry for board appointment:

1. The Board as a whole should be cohesive, capable, experienced, and effective in leading the organization.
2. The membership of the Board should be drawn widely to achieve a balance of the skills, knowledge, and expertise required for the Board to fulfill its governance roles and responsibilities effectively.
3. The overall composition of the Board should ensure diversity and a balance of perspectives.
4. In selecting potential candidates, the Board shall ensure that equal geographic representation of the Cumberland College and Parkland College regions is maintained in its recommendations for Board appointment. However, the highest priority for the Board will be to recommend those who best suit the needs of the Board.
5. The Board policy will comply with the pertinent articles as per the Regional Colleges Act, and therefore the following will apply:
  - a. The Lieutenant Governor in Council shall appoint the members of each board. The Minister responsible for Regional Colleges will provide the College with the order in council. A letter will be sent from the Board Chairperson or Co Chairs to the Minister, acknowledging support for the successful completion of the recruitment and selection process.
  - b. A board shall consist of not less than four and not more than seven residents of the region in which the college provides services.
  - c. A chairperson or co-chairs shall be appointed by the Minister for a one-year term, and until a successor is appointed, may be reappointed for a second term.

## **POLICY**

Board effectiveness is maintained through the recruitment of Board members who possess a variety of skills, knowledge, and experiences, and are committed to the mission, values, and vision of the College. The Board shall recommend candidates as Board Governors who meet these criteria. The Board will ensure that they are in a position to recommend candidates to the Minister for Board appointment by being proactive in succession planning.

## **PRACTICES**

The role of the Board will be to:

- Regularly review the terms of appointment for current Board members in order to plan for succession.

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- Review the current composition of the Board in terms of the skills inventory, diversity, and geographic representation, in order to identify potential gaps. This review will take into account diversity of background, skills, experience, and representational affinities. This process will be conducted using the Board Experience Matrix included in the procedures of this policy.
- Determine general candidate qualifications required for all board appointment recommendations.
- Consult with internal and external stakeholders to generate a list of potential candidates based on the identified criteria.
- Meet with local Members of the Legislative Assembly (MLA) to discuss potential candidates and gain their support for the Board’s recommendations.
- The Co-chairs will formally recommend candidates to the Minister for consideration along with the candidates resumes and the Board Experience Matrix.

**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

The Regional Colleges Act and Regulations

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

Board Experience Matrix