

POLICY FOR APPROVAL OF BOARD MEMBERS

Category:	Board of Governors
Number:	BO6
Responsibility:	Board of Governors Nominating and Governance Committee
Approval:	Board of Governors, June 23, 2022
Amendments:	Every 5 years of as circumstances of legislation warrant

PURPOSE

The Purpose of the procedure is to ensure consistent process when appointing and/or electing Board members.

SCOPE

The procedure is applicable to all prospective elected or appointed members of the Board, with the exception of the members appointed by the Lt. Governor. With regards to the Lt. Governor Appointments, the Nominating and Governance Committee will consult with the Government of the day in regards to the process.

POLICY

The following steps shall be followed in the recruitment and selection of Board members:

- 1) The Nominating and Governance Committee shall search for highly-skilled potential candidates with consideration for the Board's ongoing and developing requirements for areas of expertise and lived experience. Candidates will be sought from the multi-campus communities who reflect the diversity of Canadian society with attention to factors of equity, diversity and inclusion and in keeping with the Special Mission of Algoma University.
- 2) The candidates shall respond to an advertisement seeking applications to become a new Board of Governors member, OR be solicited by a current Board of Governors member or Board committee, OR be nominated or elected for consideration by a particular group.
- 3) The candidates shall submit for review a Resume or C.V. and a completed Board Skills Matrix Survey to the Nominating and Governance Committee of the Board for their consideration via the Secretary to the

Board. The Nominating and Governance Committee, its Chair, or representative, may contact the candidate.

- 4) The external candidates shall be interviewed by representatives from the Nominating and Governance Committee. At a minimum, the Committee Chair and the Secretary to the Board shall conduct such interviews. The Committee Chair and Secretary to the Board shall also meet with each internal candidate to review the role of the Board member and review conflict of interest guidelines prior to their first Board meeting.
- 5) Reference Checks shall be conducted for each external candidate prior to candidate being recommended by the Nominating and Governance Committee for a Board position.
- 6) At the discretion of the Chair of the Nominating and Governance Committee, the Secretary to the Board shall reach out to candidates to advise that a Police Vulnerable Sector Check (PVSC) must be obtained and submitted in satisfactory fashion to the Director of Human Resources at Algoma University for review as per the Policy on Employee/Volunteer Screening. The cost of the PVSC may be reimbursed upon request. If candidates already have valid equivalent or higher-level security clearances, these may be used at the discretion of the Chair of the Nominating and Governance Committee.
- 7) Upon recommendation from the Nominating and Governance Committee, the candidate's resume/C.V. shall be shared with the Board of Governors in Closed Session for their consideration and potential appointment or election.
- 8) Upon approval from the Board of Governors, the candidates shall be notified of their appointments by the Secretary to the Board.
- 9) The candidates shall be required to participate in a Board orientation program.

Updated: June 23, 2022