



## ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

### BOARD OF DIRECTORS MANUAL

NUMBER: 031

SECTION: BRD

**SUBJECT: BOARD MEMBERSHIP RECRUITMENT POLICY**

**MOTION #: 06-05-2019**

**DATE OF MOTION: May 20, 2019**

**CHAIRPERSON:**

*Eugene H. Saw*

**DATE SIGNED:**

*May 20/19*

**EFFECTIVE DATE: May 25, 2015**

**REVISED DATE: June 15, 2015**

**DATE REVIEWED: March 2019**

#### PURPOSE

This policy will provide a process for board member recruitment that meets the following objectives created by vacancies:

- To identify the required knowledge, skills and experiences of prospective members;
- To select qualified individuals who are free from conflicts of interest and committed to serving and overseeing the organization effectively;
- To achieve diversity of board members appropriately reflective of the community served by the organization as defined by the current St. Anne Centre By-Laws;
- To achieve continuity through a smooth succession of board members (including board and committee leaders) that balances new ideas and energy with experience and understanding of St. Anne Centre's history and purpose in the community.

#### POLICY

A prospective board member must be:

- A resident of Isle Madame or Louisdale.
- Aged 18 years or older.
- Willing to attend a board orientation session.
- Prepared to uphold the rules, ethics and values of St. Anne Centre as stated in the Mission, Vision and Guiding Principles and Values.
- A resident who is not in conflict of interest.
- A resident who is not a staff member of St. Anne Centre.

A recruitment committee will also seek Board members that will help the Board meet the following criteria:

- Gender balance when possible.
- Wide representation of community opinion when possible.
- Wide representation of social, economic, vocational, political and educational attributes when possible. This includes diversity in ethnic background, race, age, sexual orientation, income level and other socio-economic factors.

Discussions of prospective directors, before they have been elected, shall be treated as “in camera” items at meetings of the Board of Directors.

## **GUIDING PRINCIPLES AND VALUES**

St. Anne Centre Society will continuously recruit board members. The sole purpose of recruitment is to provide excellence within the Society by providing a diverse group of individuals. It is important that a fresh, stimulating group of individuals, who will share expertise with the Administrator, be selected.

St. Anne Centre Society will have members who have diverse skills. Individuals who possess appropriate personal attributes, including integrity, high ethical standards, sound judgment, strong interpersonal skills and a high level of commitment to the organization and its success, will be welcomed as Board members.

## **PROCEDURE**

The Board of Directors will strike a recruitment committee of 3 members after the Annual General Meeting (AGM). In addition, the past Board Chair shall serve as the Chairperson of this committee. The recruitment committee will determine the required knowledge, skills and experience needed to replace outgoing members.

The recruitment committee will post an expression of interest in the local media and/or approach potential candidates.

A list of potential candidates will be presented to the Board for approval.

Board approved potential candidates will be presented to the AGM for selection. Selection will be made via a written ballot where necessary.

## **UNANTICIPATED VACANCIES**

When an existing board member vacates his/her position, the recruitment committee will search for an appropriate candidate to replace the vacancy using the above procedure. His/her term will extend to the next AGM.

## **REFERENCES**

Accreditation Canada Qmentum Program  
St. Anne Centre By-Laws (2015)

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