

BOARD OF DIRECTORS RECRUITMENT PROCESS

Planning for the Board's succession is an on-going activity. The Board determines what qualities are required in future Board members by considering the following:

- The profile of the current Board's composition
- The gaps in skills, knowledge, and representation that will exist upon the completion of current members' terms
- Special skills or qualities that will be required to achieve the organization's strategic plan and goals
- The Board's need for diversity.

The Chair, with input from the General Manager and/or the Board, will invite qualified persons with relevant skills from specific sectors to submit their resume for proposed appointment to the Board. This invitation commonly includes a meeting with the candidate to discuss their view of the region and the CF approach to Community, People and Business Development.

The candidate's résumé, bio or CV, is circulated electronically to the entire Board of Directors for consideration and decision. The Board of Directors has 7 days to vote in favour or opposed to an appoint unless written or verbal concerns are presented to the General Manager or Chair within that time frame.

If the Board of Directors consents to the individual, the Chair or General Manager invites the individual to the next Board meeting for formal appointment.

Upon his/her appointment to the Board, the GM or designate will provide an orientation package that will include a minimum of the following:

- ✓ CFDC Board Member Orientation Guide (Provincial)
- ✓ Strategic Plan
- ✓ CFDC Organizational Chart, Board and Committees
- ✓ CFDC Organizational Chart, Staff/Volunteers
- ✓ Responsibilities of Board and Committee's
- ✓ CFDC Board of Directors' Code of Conduct
- ✓ CFDC Board of Directors' Evaluation Form
- ✓ CFDC Director, Review Committee and Staff Contact List (may include further list of committee and volunteers)
- ✓ Brief Bio's of Staff
- ✓ Signed confidentiality agreement & Conflict of Interest Policy
- ✓ Copy of Director and Officer Liability Insurance coverage
- ✓ Consolidated annual operating budget
- ✓ Board meeting schedule
- ✓ Terms of Reference for Committees
- ✓ By-laws for PGBDC and CF FFG
- ✓ Minutes from the past three consecutive Board meetings

Within 30 days of appointment to the CFDC Board, the General Manager and/or the Chair will meet with the new director to give a verbal history of the organization and to answer questions.

Approved at Board Meeting