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TITLE: BOARD CHAIR SELECTION POLICY	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	AMENDED: February 6 2017

B.1.1. Policy Statement

This policy outlines the timelines for selecting a new Chair of Lumacare's Board, the desired attributes of the Chair, as well as eligibility for the Chair position.

B.1.2. Purpose

This policy ensures that the Board Chair shall hold office for two (2) years from the date of election or appointment or until their respective successors are elected or appointed in their stead. The Chair may be re-elected to the same office for additional terms.

B.1.3. Scope

This policy applies to the Board Chair of Lumacare, and the Nominations Committee, when nominating new candidates for the Chair position.

B.1.4. Procedure

B.1.4.1. Roles and Responsibilities

The Nominations Committee is mandated to conduct the Board Chair selection process and to recommend to the Board, for its approval, a nominee for incoming Chair.

B.1.4.2 Timelines for Selection

Officers, which include the Board Chair, Vice-Chair, and a Treasurer, shall be elected or appointed, by resolution of the Board, at the first meeting of the Board following the annual meeting of members, at which the Directors are elected.

The Board shall hold a meeting within seven (7) days following the annual meeting of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

B.1.4.3 Nomination Process

1. In determining a nominee for the Chair position, the Nominations Committee shall consider candidates who possess the following attributes:

- Proven leadership skills;
- Strategic thinking skills;
- Facilitation skills;
- Ability to influence and achieve consensus;
- Tact and diplomacy;
- Powerful communicator;
- Political acuity;
- Must have the time to continue the legacy of building strong relationships between the Agency and stakeholders;
- Ability to establish trusted advisor relationships with the Executive Director and other Board members;
- Governance and Board level experience, ideally with older adult services;
- Outstanding record of achievement in one or several areas of skills and experience used to select Board members; and
- Understanding and appreciation of quality improvement and seniors care.

2. The Vice-Chair is the first person that the Nominations Committee shall consider to accept the Board Chair nomination, followed by other members of the Board.

3. If no current Board member agrees to be nominated as Chair, then the Nominations Committee may search for a suitable candidate from outside of the Board. Any potential nominee must have previous Board Chair experience.

4. The Nominations Committee shall canvas each Board member to obtain views on the selection criteria, and on the perceived strengths and weaknesses of possible candidates.

5. The Nominations Committee shall consider the results of Director Evaluations and peer reviews of candidates currently on the Board.

6. Once candidates for the Chair position have been identified, the Chair of the Nominations Committee shall meet with each of the candidates to ascertain interest.

7. If the Chair of the Nominations Committee is a potential nominee, he/she shall not participate in the selection process, and the process shall be conducted by the Vice-Chair or another member of the committee.

Polls

If at any meeting a poll is requested on the election of a Chair or on the question of adjournment, it must be taken forthwith without adjournment.

B.1.4.4 Selection Process

1. Once each of the candidates has confirmed their interest, the Nominations Committee shall meet to discuss the candidates, and ultimately agree on nominees to recommend to the Board.
2. Potential candidate(s) will be discussed during an in-camera session during Board meetings, at least one meeting in advance of the Annual General Meeting. Potential candidates may be asked to leave the Boardroom during this discussion, or asked to stay to answer questions of the Board.
3. Before the end of the in-camera session, the Board shall make a motion to accept a nominee as a candidate for the Board Chair position, and will then vote on the nominee (without the nominee being present at the vote).
4. If the vote does not pass, then the Nominations Committee shall re-commence the search for a suitable candidate.
5. The selection of the Board Chair must be agreed upon by the Board before the Annual General Meeting.
6. The Board Chair selection is to be officially ratified at the Board's Annual General Meeting.

B.1.4.5 Transition Process

1. The selected Chair will serve as Vice-Chair until the commencement of his/her term. However in situations where the Vice-Chair is unable or unwilling to move into the Chair position at the commencement of his/her term, then an existing Board member shall be nominated to move directly into the Chair position. If no existing Board member is willing to accept the nomination, then a new Board Chair nominated from outside of the Board may be nominated to move directly into the Chair position.

B.1.4.6. Amendment

The Board Chair selection may be amended by the Board.

