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TITLE: BOARD MEMBER SELECTION POLICY	ORIGINAL:
APPROVAL:  <hr/> BOARD CHAIR	AMENDED: MARCH 9, 2017

B.2.1. Policy Statement

Effective governance depends on the right mixture of skills, experience, personal qualities and diversity among the members of Lumacare’s Board of Directors.

The Board's nomination and election cycle aligns to the Annual General Meeting, and is designed to support the addition of new members while maintaining a balance of experienced members to support the continuity of corporate memory and decision-making.

B.2.2. Purpose

This policy outlines the selection criteria and process for Board Members.

B.2.3. Scope

This policy applies to the selection process performed by all Directors of Lumacare of all new potential Board members.

B.2.4. Procedure

B.2.4.1 Guiding Principles

- Through the nomination and election process, the Board will select Directors according to their skill, experience and personal qualities. (See Appendix I, Board Selection Criteria).
- The Board will seek a balance within the Board concerning the skills and experience of Directors, while considering any unique or special requirements if the Agency at the current time.
- The Board will ensure all Directors possess the personal qualities necessary to perform their role as Board Members.
- The Board will have capacity to understand the diversity of the community serves, including demographic, linguistic, cultural, economic, geographical,

- gender, ethnic and social characteristics of the communities served by the Agency.
- The Board aims to have a full Board comprised of at least thirteen (13) Board Members.

B.2.4.2. Nomination Cycle

The nomination cycle aligns to the cycle for the Annual General Meeting. Each year, in April or sooner as deemed by the Board, the Board elects an ad hoc nomination committee. This committee is comprised of different Board Members each year, to ensure diversity of thought and perspectives in the selection process for the Board.

This ad hoc nomination committee is responsible for advertising, screening, and interviewing potential Board Members, according to the Board Selection Criteria (see Appendix I), with due consideration to the specific skills and experience required by the Board at the time of selection.

The ad hoc nomination committee makes recommendations to the full Board each year at the May Board meeting. The Board of Directors votes on the selection in May, and the official election to the Board is announced annually in June, at the Annual General Meeting.

All Board Members (new and existing) attend Board Orientation prior to the first Board meeting of the year.

B.2.4.3. Succession Management

In addition to ensuring the skills, experience, and personal qualities required for Board Members, the Agency Board is comprised of four (4) executive positions, which must not be vacant. Specifically, the Board Chair, Vice-Chair, Treasurer and Secretary (the Agency Executive Director) require an intentional succession management plan to ensure that there is a suitable replacement available for each of these critical roles, should there be a vacancy.

The Board Executive monitors the succession for each of these roles, and ensures an identified suitable backfill is in place at all times.

Additionally, there is a spot on the Board for a Client and for a caregiver. As the standing Client or caregiver representative on the Board comes to the end of their third term, or expresses an intention to resign from their position, the ad hoc nomination committee will ensure their selection process includes a Client and/or caregiver.

B.2.5. Related Policies

B.1 Board Chair Selection

Appendix

Appendix I Board Selection Criteria

Appendix II Board Interview Questions

Appendix III Board of Directors Application

Appendix I: Board Selection Criteria

Skills, Experience and Knowledge

The Board will reflect on complimentary mixture of skills, experience and knowledge. The skills experience and knowledge that the Board will consider in selecting members include the following non-exhaustive list:

- Accounting designation/financial expertise
- Board and governance expertise
- Business management
- Clinical experience
- Construction and project management
- Education
- Ethics
- Government and government relations
- Human Resources management and labor relations
- Information Technology
- Knowledge and experience in research
- Legal expertise
- Patient and healthcare advocacy
- Performance management
- Political acumen
- Public affairs and communications
- Quality and senior safety
- Risk management
- Experience with the Agency Stakeholder
- Strategic planning; and
- Understanding of the community/catchment area.

Personal Qualities

The Board will require all of its members to possess the following personal qualities:

- An understanding of and commitment to the vision, mission, and core values of the organization;
- Honesty and integrity
- An understanding of governance
- An understanding of the Directors role and fiduciary duties, and the role of the Board;
- An ability to think strategically
- An ability to work as part of a team
- An ability to communicate effectively
- Financial literacy appropriate for the organization's scope of activities;

- A willingness to devote the time and effort required to be an effective Board member; including attendance at Board orientation, Board retreats, Board meetings, committee meetings and Agency events;
- An ability to emphasize with stakeholders of Lumacare and to have a multitude of perspectives;
- An absence of current or foreseeable conflicts that would impede a Directors' ability to fulfil his or her fiduciary duties and
- An ability to recognize and manage specific conflicts of interests that arise from time to time.

Appendix II: Board Interview Questions

BOARD INTERVIEWEE: _____

DATE: _____

TIME: _____

QUESTIONS

1. What interested you in applying for a Board position with our organization?

2. What do you see as major issues facing nonprofit organizations in the foreseeable future

3. Have you served on a Board or Committee before (nonprofit or otherwise)

4. Please describe what skills you would bring to the Board/Committee? Please comment on your education, interests, work experience and/or volunteer experience.

5. What do you hope to get out of serving on the Board/Committee? What would make the experience satisfying for you? What motivates you as a volunteer?

6. Are you comfortable with the time commitment we have noted? (i.e. 3 hour board meeting/per month; one committee meeting, email)

7. If we are unable to offer you a position on the Board at this time, what type of Committee work interest you? (stewardship, governance, finance, outreach and fundraising) What about other volunteering with the organization – i.e.) day programs, meals on wheels etc.

DO YOU HAVE ANY QUESTIONS FOR US?

EVALUATION / SUMMARY OF CANDIDATE

Appendix III



PEOPLE HELPING PEOPLE
EST. 1974

BOARD OF DIRECTORS APPLICATION

Name	
Address	
Telephone	
E-mail	

We want to understand your views on current operations and how your potential contributions might fit with the organization’s vision. Please answer the following questions. Limit your response to this page/the space provided.

1. Please **briefly** describe your and professional background, and other Board experience.

2. Please **briefly** describe your experience as a Lumacare client, or as a caregiver.

3. Why are you seeking a position on the Lumaticare Board of Directors?

4. Please briefly outline the specific skills you bring, or contributions you hope to make, to the Lumaticare Board.

5. Is there anything else you would like to mention to support our consideration of your candidacy as a member of the Board of Directors?
