



*Community Business Development Corporation
Corporation au bénéfice du développement communautaire
Charlotte/Kings*

BOARD RECRUITMENT POLICY

Introduction

The nomination and selection of Board members is the prerogative of the members of CBDC Charlotte-Kings through an annual election process at the Annual General Meeting. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. This Board Recruitment Policy facilitates the election of those people who best meet the needs of the Board.

Purpose

Board members should possess an appropriate mix of skills and experience to provide the necessary breadth and depth of knowledge and experience to meet the Board's responsibilities and objectives. The Board also aims for a composition that will appropriately represent the interests of CBDC Charlotte-Kings stakeholders, the local community, and will reflect diversity in its composition by recruiting members with varied geographical, social, economic, environmental, business and cultural backgrounds. The Board should maintain a reasonable balance with respect to age and gender.

Policy

The Board should attempt, using its network of internal and external contacts, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be invited to be nominated for election. Such individuals may also be appointed by the Board, where the Bylaws allow, to vacant Board positions.

Procedures

1. The Board shall regularly assess its composition by reference to:
 - Necessary areas of expertise
 - The ideal balance between experience and freshness
 - Desirable diversity in relevant areas
 - Contributions from relevant stakeholders
2. The Board shall identify areas where existing Board composition falls short of the ideal. Board members shall attempt to recruit from their networks Board candidates who would fill those gaps.

3. The Board shall collect suggestions from members and stakeholders and shall draw up a list of suitable candidates for the Board, and for Board committees.

4. Where vacancies occur on the Board or its committees other than at the expiration of elected terms, appointments shall be made from this list and the Board should endeavour to ensure that vacancies are filled within four months. Boards must demonstrate that every effort has been made to fill vacancies.

5. Before each annual election the Board shall attempt to recruit nominations for the Board from this list.

Responsibilities

1. It shall be the responsibility of each member of the Board to explore among their networks potential nominees for a position on the Board of the CBDC.

2. It shall be the responsibility of the Secretary to draw up and maintain a list of prospective candidates for the Board. All entries on this list shall be reported to the Board.

3. It shall be the responsibility of the Board to ensure that any nominees, candidates, or new members are acquainted with CBDC's purposes, policies, and procedures.

4. The Board of Directors shall appoint a Nominating Committee as a standing committee of the Board to consist of at least three members, one of whom could be the Board Chair, to carry out the responsibilities set out in the Nominating Committee Mandate.

Calendar

- **Six (6) Months prior to the AGM:** Identify required number of nominees for next AGM and review potential candidates.
- **Three (3) Months prior to the AGM:** Identify preferred nominees and assign responsibility for individual recruitment.
- **One (1) Month prior to the AGM:** Confirm nominees and recommend to the Board of Directors
- **Annual General Meeting:** Elect new directors.

Related Documents

- Board Nomination, Selection and Renewal Policy

Authorization

Geoff Knight–Policy Officer

Adopted by the Board of Directors

March, 2014


For the Board of Directors