

4.0 GOVERNANCE

Guidelines for Recruitment

PURPOSE: This is intended to provide guidance to the Board and Executive/Nominations Committee with regards to the criteria to be used in seeking new Board Members, and the process to be followed, leading to qualified nominees.

PROCEDURES

2) Competency Framework

- ▶ Review, update, and identify the degree to which existing Board representation is reflective of the needs of the community served and the needs of the agency by completing the Board Competency Matrix.
- ▶ Assess and identify desired competencies of potential recruits.

3) Additional Desired Qualifications

- ▶ Health and Human Services.
- ▶ Business, Finance, Accounting, Human Resources, Marketing and Law.
- ▶ Volunteer services – from either within the Circle of Care community, or other charitable organizations.
- ▶ Client/Caregiver.

4) Recruitment

- ▶ Involve current Board Members in the recruitment process.
- ▶ Consider caregivers whose families have received service.
- ▶ Identify individuals who have shown interest in the work of Circle of Care, such as involvement in agency core programs, volunteer services, and/or committees.
- ▶ Contact consumers representing the agency's constituency.
- ▶ Enact a call for expression of interest to joining the Board.

5) Screening

- ▶ Identify potential recruits and review their qualifications and talents.
- ▶ Identify individuals with a track record of positive community and business relations.

6) Selection.

- ▶ Interview interested parties and obtain background information, including reference checks.
- ▶ The Executive/Nominations Committee will evaluate the candidates and present recommendations to the Board for approval and formal nomination at the Annual General Meeting