

**SUBJECT: NOMINATIONS PROCESS FOR GOVERNOR AND NON-GOVERNOR  
MEMBERS ON BOARD STANDING COMMITTEES**

CROSS REFERENCE: Corporate By-Law 59  
Guidelines for the Nomination of Governors

AUTHORIZATION: Board of Governors

DATE Reviewed: January 2017

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**1.0 Purpose**

The purpose of this policy is to outline a process for nomination of Board Standing Committee members, which is systematic and transparent.

- 1.1 The Board, on the recommendation of the Governance Committee, will appoint the elected Governor and, where applicable, ex-officio and community members and designated representatives to the Board Standing Committees at the first Board meeting following the Annual General Meeting.

**2.0 Guidelines for the Appointment of elected Governors to Board Standing Committees**

- 2.1 Annually, as part of the nominations process for Governors, the Governance Committee will canvass each elected Governor to obtain expressions of interest in serving on specific Board Standing Committees for the coming year, including interest in assuming responsibilities as committee Chairs.
- 2.3 In nominating Governors for assignment to Board Standing Committees, the Governance Committee will have regard for:
  - i) preferences of Governors;
  - ii) balance of skills and expertise;
  - iii) prior experience in relation to matters before the committee;
  - iv) other criteria as determined by the Board.
- 2.4 During their service on the Board, elected Governors will be encouraged to rotate among Board Standing Committees with the expectation that all elected Governors rotate through the Quality Committee.

**3.0 Guidelines for the Appointment of ex-officio members of Board Standing Committees**

- 3.1 Unless otherwise provided in the individual Standing Committee Terms of Reference, the Board Chair and the CEO will be ex-officio members of all Board Standing Committees.

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3.2 Subject to the individual Standing Committee Terms of Reference, Board Standing Committees may include additional members who are ex-officio Governors or are designated representatives of relevant organizations.

3.3 As part of the annual nominations process, the Governance Committee will request the relevant organizations to identify their nominees for appointment by the Board.

**4.0 Guidelines for the Appointment of Community Members to Board Standing Committees**

4.1 The Audit and Finance Committee and the Quality Committee may include up to two community members, who are recruited for their specific skills and expertise. The Human Resources Committee and the Governance Committee may include up to one community members, who is recruited for his/her specific skills and expertise.

4.2 Annually as part of the nominations process, the Governance Committee will:

- a) determine the number of vacant positions for community members of Board Standing Committees;
- b) utilizing the Skills, Experience and Knowledge in the *Guidelines for the Nomination of Governors*, identify the specific skills and expertise that are required to fill these vacancies;
- c) advertise vacancies including on the Corporation's website;
- d) invite the Missionary Health Institute, Volunteer Services, and Medical Staff Association to identify qualified individuals in the community for consideration by the Governance Committee as potential candidates for nomination to designated Board Standing Committees;
- e) invite applications by interested individuals in a manner provided by the Corporation. Applicants who do not meet the basic qualifications of a Governor in the Hospital's By-law will be advised of his/her ineligibility to serve as a community member of a Board Standing Committee;

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- f) identify a short-list of candidates for interview by the Governance Committee and evaluate against the criteria set established by the Governance Committee. Where practicable, the Chair of the relevant Standing Committee should be consulted.
- g) obtain personal references and criminal reference checks for the candidates selected for appointment by the Board; and
- h) recommend candidates to the Board for appointment as Community Members of Board Standing Committees.

- End of Policy -