

Policy Number:	1.1.7 Board of Director Succession, Nominating and Orientation Programs
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Relevant Statutory /

Regulatory Linkages:

Policy Statement (Intent and Scope)

The Board of Directors will undertake structured programs to support succession planning and the nominating of new Directors of the Board, and the orientation of new Directors of the Board to fulfill their role on the Board of Directors of King’s University College.

1. Director of the Board Succession Planning and Nominating Process

The Board of Directors will undertake the following steps to support its Director of the Board succession planning and nominating processes:

- 1.1. Every year, the Board will, based on an agenda item at a regular Board Meeting, identify the skill sets required to support the Board’s work over both the shorter and longer terms related to following points:
 - 1.1.1. Anticipated retirements from the Board.
 - 1.1.2. Projects, changes or other initiatives that may require new / different or continuing skill sets on the Board.
- 1.2. Current Directors of the Board will, where feasible, provide a minimum of six (6) month notice to the Chair or designate of their intent to retire from the Board.
- 1.3. An inventory of skill set requirements will be prepared by the Board’s Nominating Committee, to support both Board succession and nominating initiatives, along with geographically representative candidates that reflect the cultural diversity of the communities served and other selection criteria. The skills identified do not need to be the sole determinant of a Board of Director member’s candidacy.
- 1.4. The Nominating Committee will source potential Board nominees by soliciting candidate names from current and past Directors of the Board, other agencies and

partners, community leaders, websites and other sources, including public advertising as appropriate based on the skills inventory, geographical and other criteria.

- 1.5. The Nominating Committee will meet with / interview perspective candidates to discern their interests, commitment to King's University College's Mission and Values, and availability; as well as share pertinent information and answer questions the perspective candidates may have.
- 1.6. In support of recruiting Board candidates, the Board of Directors will have a document prepared and updated annually that will identify the following:
 - 1.6.1. The meeting dates and number of Board meetings per year.
 - 1.6.2. Committee and related responsibilities, including two (2) year term limit on a Standing Committee.
 - 1.6.3. Special annual sessions / workshops, such as strategic planning, etc., and evaluation requirements.
 - 1.6.4. Other commitment requirements of a Board of Director member, along with clearly stated expectations.

2. New Directors of the Board Orientation Process and Eligibility Form Signing

The Board of Directors, supported by the Principal, will undertake a comprehensive orientation of new Directors of the Board to support them in fulfilling their roles and commitment as a Director of the Board of King's University College based on the following activities:

- 2.1. Establish a mentoring program, whereby a new Director of the Board, for a three to six month period, is associated with an existing Director of the Board so that they can ask questions and be briefed on Board practices, etc.
- 2.2. Develop a Director of the Board binder and / a USB thumb drive that includes the key materials, such as:
 - a) King's University College Corporate By-Laws;
 - b) Strategic Plan, including the Vision, Mission and Guiding Principles;
 - c) Audited Financial Statements;
 - d) Current year budget and financials on a year to date basis;
 - e) Board Governance Policy;
 - f) Board Policies;
 - g) Key measures and statistics on organizational programs, services, performance and other elements;
 - h) Organizational chart and Governance Configuration Chart;

- i) The annual meeting schedule for the Board and Committees' and any known task forces;
 - j) Other appropriate materials.
- 2.3. The Chair or designate, along with the Principal, will host a new member Board orientation session, at which existing Directors of the Board can attend, that will undertake the following:
 - 2.3.1. Review the core commitments and responsibilities of the Board of Directors and individual members of the Board.
 - 2.3.2. Review of the binder documentation provided, including a review of organization structure, services and financials.
 - 2.3.3. Outline the practices of the Board in terms of agenda preparation, Board meeting practices, receipt of information / Board packages, etc.
 - 2.3.4. Profile strategic planning directions and priorities.
 - 2.3.5. Outline the Governance Model and Board Policies.
 - 2.3.6. Answer questions of clarification, etc.
 - 2.3.7. Identify committee memberships and operations.
 - 2.3.8. Undertake other tasks as appropriate.
- 2.4. A new Board of Directors member will at this time, sign the Director Eligibility Form required in the *Not for Profit Corporations Act, starting July 2019*.

Monitoring

Completed annually by the Chair with improvement comments from Directors of the Board, reviewed and implemented as appropriate.