

## Board Governance Policy Manual

<b>POLICY CATEGORY: GOVERNANCE/BOARD PROCESS</b>	<b>POLICY NUMBER: B05</b>
<b>POLICY TITLE: RECRUITMENT AND ORIENTATION OF NEW GOVERNORS</b>	<b>EFFECTIVE: FEB.09/11</b>
<b>REFERENCE (MOTION): 388.0.7.6 (EST. OCT. 2005)</b>	

### PURPOSE

This policy addresses the process for the appointment or re-appointment of members of the Board of Governors in compliance with the Ontario Colleges of Applied Arts and Technology Act, 2002 (the Act) and regulations, the Minister's Binding Policy Directive - Protocol for Board Nominations and Appointments (the Protocol), and the Mohawk College ByLaw No. 1 (the ByLaw).

### APPLICATION AND SCOPE

This policy applies to the Board of Governors.

### POLICY STATEMENT RULES

#### 1. College Board Appointment Framework

1.1 The Board of Governors shall be composed of:

- a. An even number of members, as established by the by-laws, of not less than 12 and not more than 20 members, appointed in accordance with subsection 4 (2) of Reg. 34/03;
- b. The president by virtue of office, as a voting member; and
- c. One student, one academic staff member, one administrative staff member, and one support staff member, each of whom shall be elected by the students or by the respective groups (procedures outlined in Appendix 1 to the ByLaw, Schedules "A" and "B").

1.2 The Board will directly appoint two-thirds of its external members. The remaining one-third of external members are appointed by the Lieutenant Governor in Council (LGIC). The LGIC shall appoint no less than four and not more than seven members of the Board.

#### 2. Nomination and Appointment Process

2.1 The Nominating Committee, a sub-committee of the Governance Committee, is

responsible for making recommendations to the Governance Committee concerning the recruitment and selection of external Governors. The Nominating Committee must observe the principles outlined in the Protocol in making its recommendations.

2.2 According to the Protocol, the single, overriding principle for nominations and appointments is **merit**. Only qualified and experienced individuals with the necessary skills and knowledge will be considered. With merit as a precondition, the other principles that ought to be considered when assessing a potential nominee are as follows:

- a. **Diversity** – Nominations and appointments will reflect diversity in the range of relevant background, experience, and professional skills. The dimensions of diversity include but are not limited to the applicant’s age, gender identity, gender expression, race, ethnicity, physical and intellectual ability, religion, sex, sexual orientation, educational background and expertise. The Board will seek a range of relevant backgrounds for candidates that complement the Board composition in representing a broad cross-section of the community that the College serves.
- b. **Strategic Directions** – Nominations and appointments will support the strategic directions of the College. The strategic directions will be important factors in determining the necessary skills and knowledge for Board candidates. The Board will create a skills matrix that can be used by the Board to assess the abilities and qualities of potential nominees against the needs of the College in order to facilitate the appointment of members who can best serve the College and the community in which it operates.
- c. **Probity** - Responsibilities as a candidate for Governor mean a commitment to the principles and values of public service and the success of the College, and to acting collectively with the Board and not representing constituent interests.

2.3 The nomination and appointment process must be open and transparent to the College community and to the broader community that the College serves. The Nominating Committee may engage a recruiting firm to seek meritorious candidates meeting the above criteria.

2.4 The Board will strive to fill vacancies as they arise in order to support effective governance. Carrying vacancies, whether they are to be filled by LGIC appointees or by members appointed by the Board, ought to be avoided.

2.5 With respect to LGIC appointments, the College will submit nominations to the Ministry of Advanced Education and Skills Development, which will forward them to the government’s Public Appointment Secretariat (PAS). The Board must put forward up to three nominations for every LGIC spot that is to be filled. The Minister will recommend candidates for appointment from among the nominees submitted by the College to the LGIC for approval. Each nomination should be accompanied by the following documents:

- a. PAS Application for Appointment to Agencies, Boards and Commissions form, completed and signed by the nominee;
- b. PAS Personal and Conflict of Interest Disclosure Statement, parts 1 and 2;
- c. Governor Appointment Assessment Form, signed by the College President or Board Chair;

- d. Nominee Resume; and,
- e. Board Skills Matrix/Profile, showing where the nominee fits.

2.6 The PAS appointment process for LGIC-appointed Governors includes a security screening process. Correspondingly, in order to provide a measure of screening for other Governors and Internal Governors, the Nominating Committee will ask potential nominees to provide a clear police record check as part of the nomination process.

### **3. New Governor Orientation**

3.1 The Board is responsible for implementing an orientation program for new Governors. This program, as recommended by Colleges Ontario, includes:

- a. Preparation and distribution of a Board of Governors' Resource Manual that includes key information on Board policies and governance, relevant provincial legislation, specific information on Board members, meeting schedules and a wide range of Mohawk College information;
- b. Identification of Board mentors to act as a source of information, experience and support for new Governors; and
- c. Delivery of an Orientation Session to familiarize new Governors with their roles and responsibilities, Board governance procedures, and the operation of Mohawk College.

3.2 The Board encourages new Governors to attend Colleges Ontario-led orientation workshops which are held in selected locations across the province.

### **MONITORING**

The Board will evaluate the effectiveness of this policy every three years.

#### **POLICY REVIEW DATE:**

**ORIGINATED: FEB. 14, 2007 – ITEM 388.O.7.6**

**REVISED: June 7, 2017**

Next Review – 2020/2021