



Governance

Policy: Procedure for Recruiting Prospective Board Members

Policy #: 1.4.1

Revision: Rev 0

Approval: 25/02/2020

Purpose: To provide a procedure for recruiting prospective Board Members

Procedure:

1. The Nominating Committee (NC) will review the succession plan to determine the needs of the Board and identify any openings for new Directors.
2. Using the FCG Board of Directors (BOD) Skills Assessment Checklists, the NC will develop/review our Skills Matrix to determine what skills in potential Directors may best serve the Boards current needs.
3. The NC will solicit the Board for leads and create a list of possible candidates.
4. The NC will assign a committee member to make first contact with prospective Board Members.
5. During the initial contact the link to the FCG website will be provided to prospective Board Member(s) pointing out links to our Policies and By-laws and our social media accounts.
6. By-Laws 2.2 and 2.3 will be reviewed with the candidate(s) and meeting these criteria will be confirmed at this time or at a later date as they may not presently be a member of the Society.
7. Prospective candidates will be informed that a Police Check and Vulnerable Sector Check is required for all FCG Directors and be asked to complete the BOD Skills Self Assessment Checklists 1 and 2 as well as provide a brief bio.
8. NC Chair will follow up with candidate(s) to schedule an interview with the Board Chair, ED and NC Chair or designate.

9. The candidate will be provided an information folder which includes:
 - Newsletters
 - Letter from the Board Chair
 - Strategic plan
 - Vision and Mission Statements
 - Policy 2.1 – General Duties of the Board of Directors
 - Board Calendar
 - FCG Society Membership form
 - FCG BOD Basic Information form
 - Police Check and Vulnerable Sector Check forms with the required letter from FCG
 - Bakery price list
10. When possible, a tour of the FCG facility will be included as part of the interview.
11. The NC Chair will follow up with phone call within two weeks of interview.
12. The NC will meet to verify that the screening criteria (procedure items 5 -7) have been met for each candidate and to identify the candidate(s) with the best fit for the Board.
13. The Board Chair will endeavour to invite interested candidates to a Board of Directors meeting as an observer.
14. A NC member will introduce the candidate to the Board using the bio provided.
15. The NC Chair will follow up with a phone call within one week of Board Meeting to confirm the candidate wishes to join the Board.
16. The NC Chair or designate will present slate of nominees to the Board at May's BOD meeting.
17. All prospective candidates will be advised if they have or have not been selected to join the Board and the successful candidate(s) will be invited to the AGM in June.
18. The NC Chair or designate presents the final slate to the Society at the AGM.
19. The ED and Board Chair will ensure new Directors receive the BOD Director's Manual and further Board Orientation in a timely fashion.

Record of Amendment:

Revision #

Rev 0

Summary of Revision

Original Issue

Date Approved

25 February 2020