



Policy Section 1: GOVERNANCE

Policy #: 1.4.1

Policy: Procedure for Recruiting Prospective Directors

Revision: Rev 2

Approval: August 10, 2022

1. Purpose:

- 1.1 To provide a procedure for recruiting prospective Directors.

2. Procedure:

- 2.1 The Nominating Committee will review the succession plan to determine the needs of the Board and identify any openings for new Directors.
- 2.2 Using The Flower Cart Board of Directors Skills Assessment Checklists, the Nominating Committee will develop/review our Skills Matrix to determine what skills in potential Directors may best serve the Boards current needs.
- 2.3 The Nominating Committee will solicit the Board for leads and create a list of possible candidates.
- 2.4 The Nominating Committee will assign a committee member to make first contact with prospective Directors.
- 2.5 During the initial contact, the link to The Flower Cart website will be provided to prospective Director(s) pointing out links to our Policies and By-Laws and our social media accounts.
- 2.6 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.
- 2.7 Prospective candidates will be informed that a Police Check and Vulnerable Sector Check is required for all Flower Cart Directors and be asked to complete the Board of Directors Skills Self Assessment Checklists 1 and 2 (Policy 1.4.2) as well as provide a brief bio.

- 2.8 The Nominating Committee Chairperson will follow up with the candidate(s) to schedule an interview with the Board Chairperson, Chief Executive Officer, and Nominating Committee Chairperson or designate.
- 2.9 The candidate will be provided an information folder which includes:
 - a. Newsletters
 - b. Letter from the Board Chairperson
 - c. Strategic plan
 - d. Vision and Mission Statements
 - e. Policy 2.1 – General Duties of the Board of Directors
 - f. Board Calendar
 - g. The Flower Cart Society Membership form
 - h. The Flower Cart Board of Directors Basic Information form
 - i. Police Check and Vulnerable Sector Check forms with the required letter from Chief Executive Officer
 - j. Baker's Choice Fine Foods price list
- 2.10 When possible, a tour of The Flower Cart facility will be included as part of the interview.
- 2.11 The Nominating Committee Chairperson will follow up with phone call within two weeks of interview.
- 2.12 The Nominating Committee will meet to verify that the screening criteria (Procedure items 2.5 – 2.7) have been met for each candidate and to identify the candidate(s) with the best fit for the Board.
- 2.13 The Board Chairperson will endeavour to invite interested candidates to a Board of Directors meeting as an observer.
- 2.14 A Nominating Committee member will introduce the candidate to the Board using the bio provided.
- 2.15 The Nominating Committee Chairperson will follow up with a phone call within one week of Board Meeting to confirm the candidate wishes to join the Board.
- 2.16 The Nominating Committee Chairperson or designate will present slate of nominees at May's Board meeting.
- 2.17 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.
- 2.18 The Nominating Committee Chairperson or designate presents the final slate to the Society at the AGM.

2.19 The Chief Executive Officer and Board Chairperson will ensure new Directors receive the Board of Director’s Manual and further Board orientation in a timely fashion.

3. Record of Amendments:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	February 25, 2020
Rev 1	Reviewed and Updated	April 27, 2021
Rev 2	Changed Executive Director to Chief Executive Officer	August 10, 2022