

BOARD POLICY MANUAL

Type:	Governance Process	Approved:	January 25, 2011
Policy:	GP-6.2 Board Development Team Mandate	Revised:	February 15, 2024
		Last Reviewed:	February 15, 2024

Purpose

The purpose of the Board Development Team is to recommend board nominees to the Board of Trustees as well as to provide support for the orientation, training and ongoing development of the Trustees.

Terms of Reference

The Board Development Team shall be comprised of no less than four (4) members, the majority of which will be trustees although at least one (1) non-trustee society member is required.
Members of the Board Development Team shall be appointed annually by the Board.
Each Team member shall be free of any relationship that could interfere with his/her independent judgment.
Staff members are not eligible to participate on the Board Development Team as such involvement is seen as a conflict of interest.

Responsibilities

The responsibilities of the Board Development Team are:

1. Ensure nomination and election procedures are properly followed.
2. Review bylaws and policies related to board recruitment, selection, assessment and training to ensure compliance.
3. Assess the qualities, strengths and gifting of current board members with consideration for what may be lost as members complete their terms.
4. Consider long-term and short-term plans of the Society to ensure special board qualities are represented as appropriate.
5. Develop the selection criteria for prospective board members.
6. Identify qualified individuals to become board members.
7. Research all prospective board members to choose the most suitable candidates to nominate;
8. Recommend trustee nominees to the Board.
9. Assign a recruiter or recruiting team to approach each trustee nominee to invite them to stand for election.
10. Ensure the availability of orientation, training and other development opportunities – to the Board as a whole as well as to individual board members.
11. Investigate any issues of concern within its scope of responsibility and report findings to the Board.
12. Prepare and submit minutes of all meetings to the Board.
13. Review and assess periodically the adequacy of the mandate of the Board Development Team.
14. Evaluate annually its own performance with respect to the requirements of the mandate of the Board Development Team.
15. Perform such other tasks as may be directed from time to time by the Board.