



Policy Name:	Board Officers Appointment Policy
Policy Number:	009
Policy Type:	Governance
Approval Date:	November 23, 2018
Date for Review:	Every 5 Years

PURPOSE

To ensure a smooth transition of the Board Officer renewal process.

STATEMENT

This process complements the Board Members/Director Policy. The selection process will be a systematic, transparent, accountable and fair process. The Nominations Committee is responsible for the recommendation of a slate of Board Officers. Members of the Nominations Committee will be appointed by the Executive Committee and will be comprised of individuals with familiarity of the CFLA-FCAB Board who are not seeking a Board Officer position. All Board Officer positions must be voted in by the newly appointed Board of Directors at its first meeting following the Annual General Meeting.

PROCEDURE

1. Each fall, the CFLA-FCAB office sends an election nomination package to each member association whose representative is completing their term, to nominate a representative to be elected to the Board of Directors. Nominations are due by December 15th of each year.
2. Once the slate of representatives is complete, the Nominations Committee will circulate the Request for Expressions of Interest form (Appendix A) to the newly nominated representatives as well as continuing Board members to gather information on their intentions with respect to Board Officer positions.
3. Based on the information received, the Nominations Committee will develop a list of candidates for Officer positions.
 - a. The Nominations Committee will be guided by the position description and qualifications for Board Officer as outlined in CFLA-FCAB's policies.
 - b. For each candidate, the Nominations Committee will consult the Board Leader Readiness Checklist (Appendix B).
4. The results of director evaluations and peer reviews may be considered, if deemed necessary by the Nominations Committee.
5. The Nominations Committee will evaluate candidates in relation to the requisite qualifications; specific skills, expertise and Board experience and make a recommendation to the Board of Directors of the proposed slate for Board Officers.
6. Members of the Nominations Committee will discuss the nomination with each candidate individually to re-confirm interest.
7. Where there are multiple candidates for a position, the Nominations Committee will put forward a recommendation to the Board using the information provided in the skills matrix to determine the candidate that would best fit the Officer role required.
8. The Nomination Committee's final recommendation for the appointment of Board Officers will be shared for information to the Board of Directors at the last Board meeting prior to the Annual General Meeting.

9. In the case where a nomination is not possible (eg. more than one of the candidates' skills are too closely aligned or no one has expressed interest for the position) a full discussion will be held at the first meeting of the Board of Directors following the Annual General Meeting and nominations for Officer positions will be made at that time.
 - a. Where a nomination for an Officer position is vacant, nominations will be received at the beginning of the meeting to be put forward to vote.
 - b. Board members may self-nominate or nominate another member of the Board of Directors for an Officer position.
 - c. In the case where there are multiple candidates for one Officer position, a silent vote will be taken by the Board of Directors.
 - d. All ballots from the silent vote will be counted by the Executive Director and a non-partisan witness.
10. Notwithstanding the above processes, nominations to fill Officer positions will be allowed from the floor at the first meeting of the Board of Directors after the Annual General Meeting of members.

GUIDELINES

N/A

REFERENCES

Policy No 003 – Board Member Roles
Policy No 006 – Executive Committee
Bylaw No. 1, Section 47 – Officers of the Corporation

DEFINITIONS

Director means an elected member of the Board of Directors.

Officer means member of the Board of Directors nominated to the position of Chair, Vice-Chair, Treasurer or Secretary.

Officer or Officers means any one or more persons, respectively, who have been appointed as officers of the Corporation in accordance with the By-laws.

Appointment refers to the Officers of the Corporation being appointed by resolution of the Board at the first meeting of the Board following the Meeting of the Members at which the Directors are elected.

FORMS

Expression of Interest
Board Leader Readiness Checklist



APPENDIX A – Expression of Interest

In order to assist the Nominations Committee in preparing a recommendation for a slate of Board Officers complete the information below and return to the Nominations Committee by XX.

A. Skills Matrix Confirmation

The items checked below represent the skills and experience I believe I possess:

General governance experience

	Level of experience and/or knowledge		
	Basic	Intermediate	Expert
Accounting/Financial			
Advocacy/Lobbying			
Business			
Communications/Public Relations			
Ethics			
Human Resources			
Information Technology			
Legal			
Management			
Public Policy			
Strategic Planning			
Other :			

Subject Matter Experience

Accessibility			
Cataloguing and Metadata			
Copyright and other Information Policy			
Indigenous Matters			
Intellectual Freedom			
Sustainable Development			
Other:			

B. Board Officer

Please check below if you have an interest in standing for nomination to a Board Officer position for the next year.

- Chair
- Vice-Chair
- Treasurer
- Secretary



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If you would like to nominate another elected Director for a Board Officer, please provide the Board member's name and the position for which you are nominating them:

Name of Elected Director for Nomination

Position



APPENDIX B - Board Leader Readiness Checklist

The Board Officers as leaders of the Board need to possess not only the qualities that are required of a Director but also qualities that will enable him or her to perform in their leadership role.

The Board leaders need to have the ability to not only effectively manage meetings, but also to develop and maintain relationships with directors, management and stakeholder groups.

The following checklist is intended to be a guide for the Nominations Committee in assessing the readiness of a candidate for a Board leadership Role.

Desired Skills, Attributes and Experience

- Ability to effectively guide and build consensus.
- Has established trusted relationship with Directors of the Board, Executive Director, or members of the stakeholder community.
- Communicates clearly and effectively with Directors, management and other stakeholder groups.
- Ability to make the time commitment required for role.
- Committed to a process of continuous self-improvement as a Board member
- Participates in library related community engagement events.
- Demonstrates desired competencies to help shape the strength of the Board of Directors.
- Exhibits leadership qualities.
- Remaining tenure on the board will permit completion of the applicable term.