
	<b>Grand River Community Health Centre</b>	Main Folder: Board	Sub Folder: Governance	Number: BD-GOV-005	Policy & Procedure
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Subject: Board of Directors' Recruitment	Date Originally Issued: 04.10 Date Revised: 04.13, 11.15, 06.18, 05.23 Date Reviewed:
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Issued by: HR & Board Development Committee	Approved by: Board of Directors 
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**Policy**

Effective board member recruitment is essential to the ongoing viability of the organization. Board recruitment is the responsibility of the HR & Board Development Committee. The committee presents a slate of nominees to the board for endorsement and for election by the membership at the annual general meeting.

**Procedure**

The committee is responsible for conducting the following recruitment process:

- review the service roster for existing board members to determine potential vacancies for the upcoming board year
- approve advertisements for vacancies, to be posted by the board secretary at a minimum in the CHC, on the web site, through email and other electronic means
- provide advise on recruitment strategies to ensure diversity on the board
- review and approve the recruitment package to be sent to interested applicants
- contact (through the board secretary) board members whose terms are set to expire and who are eligible to be re-elected regarding their intent to stand for re-election and ability to continue their commitment as a board member (intent must be provided in writing)
- may request more information from any board member whose past attendance or participation indicates there is a concern with meeting board commitments
- review responses from the above and determine the number of external vacancies
- establish an interview team of at least three board members (who are not eligible for re-election) to interview potential candidates

In addition to the qualifications required in the by-laws, the committee aims to recruit nominees who:

- complement the skill set of existing board members
- have skills that fill a needed gap (e.g. legal, accounting)
- are available to attend board meetings, committee meetings, and community functions
- have past board or committee experience
- are 18 years of age or older
- support the mission and goals of the GRCHC
- are able to commit a minimum of 5-7 hours per month to GRCHC Board and committee activities
- reflect the diversity of the community

- police check will be required.

The interview team's responsibilities:

- review packages from potential candidates that are received by the board secretary
- interview all candidates who fit the board criteria using a standard questionnaire and rating form
- may include the Executive Director in the interviews as an advisor
- conduct reference checks on the candidates determined to be the best fit for the organization's needs
- prepare a list of recommended candidates to fill the external vacancies and forward to the HR & Board Development Committee

The HR & Board Development Committee provides a report to the board with a recommended slate of candidates and a request for board approval. The endorsed nominating slate is then presented by the committee to the membership at the AGM for election.

A vacancy that occurs between annual general meetings may be left vacant for the remainder of the term, as long as quorum can be maintained. The HR & Board Development Committee may also conduct a modified recruitment process to fill vacancies between AGMs with the interim candidate approved by the board until elections at the next AGM. Board minutes will indicate all interim approvals.

### **Appendix**

Grand River Community Health Centre's Constitution and Operating By-laws

### **Reference**

Board Recruitment: [www.BoardSource.org](http://www.BoardSource.org)