



BOARD GUIDELINES FOR

TRUSTEE RECRUITMENT PROCESS

BG-GOV-05

COMMITTEE:	Governance Committee	PASSED:	27 April 2017
TOPIC:	Board Governance	AMENDED:	
		REVIEW PERIOD:	As required.

BOARD GUIDELINES

Consideration should be paid to the overall composition of the Board with respect to: age, gender and communities served.

Annually

1. Determine the number of openings for trustees:
 - The *Library Act* legislates Terms of Office, including maximum appointments, duration of terms, and changes to eligibility status
 - By June of the second year of their term, the Trustee should meet with the Board Chair to discuss their interest in being re-appointed
 - Vacancies are also created when trustees reach their eight year maximum term of service

2. Determine ideal candidate profiles, including any gaps to be filled:

Required skills/experience of at least one Trustee:

- Financial
- Governance
- Management
- Municipal
- Strategic planning
- Communications

Desired skills/experience of at least one Trustee:

- Fundraising
- Legal
- Human resource management
- Libraries

3. Assist the DNV's solicitation effort by communicating vacancies:
 - In order to engage the widest possible pool of eligible candidates, the Library promotes the opportunity through its traditional and social media channels and directs applicants to DNV recruitment portal
4. Trustees may contact those they think might be good candidates:
 - High calibre candidates may be persuaded to apply if personally encouraged to do so by a known trustee
5. The Library may host an Open House to provide information to prospective applicants:
 - An Open House provides the opportunity to engage and inform potential community members about the work of the Board
 - This event will be held prior to the conclusion of the DNV recruitment process so that applicants can apply before the deadline
6. After the deadline, the application package (containing all information on Library Board applicants) will be sent to the Library Director by DNV staff:
 - The Director will review all submissions and make recommendations for appointment via memo to the DNV Advisory Oversight Committee
 - The memo will be reviewed by the Director with the Governance Committee prior to being forwarded to the AOC and amended accordingly to reflect any comments from the Governance Committee with respect to the recommendations.
 - The memo will include the following information:
 - i. Number of vacancies
 - ii. Name of appointees
 - iii. Name of re-appointees
 - iv. Length of term and start/end dates
 - v. List of all non-successful applicants
 - The Director will attend the AOC meeting to answer any questions the AOC members may have when reviewing the recommendations prior to the AOC making a recommendation to Council.

Under this process there would be no review, interviewing, vetting or other input from current Board members except to the extent the Director chooses to share his/her recommendations to the AOC with the Library Governance Committee.
7. Following completion of the DNV's appointment process, appointments are effective January 1 of the New Year.