



Category: Governance	Responsible Owner: Chair – Board of Governors	Effective Date:
Policy Number: 10.3	Final Approval Body: Board of Governors	Proposed Review Date:
Policy Name: Independent Governor Recruitment Policy	Forms:	Amendment History:

A. POLICY:

PURPOSE: This policy exists to inform and guide the process of identifying, vetting, and appointing independent (external) governors of the Columbia College Society.

SCOPE: This policy and procedure facilitates the appointment of independent (external) governors at Columbia College, in accordance with the BC *Societies Act* and the *College Bylaws*.

WHEN TO USE THE POLICY:

1. When there are vacancies on the Board of Governors for independent governors
2. When new independent governors are being nominated and selected

POLICY STATEMENTS:

1. The Board of Governors is responsible for overseeing the management of the College and for planning its future development. Independent (external) governors can bring a variety of experiences and competencies to this process. The role of an independent (external) governor offers the opportunity to contribute to the development of the College and to work with other members of the Board and College Administration.
2. The structure of the Board of Governors may be varied but must at all times be consistent with the composition arrangements defined by the BC Societies Act.
3. Candidates for independent (external) governors will be reviewed and nominated by the Board of Governors and ratified by Society.
4. Independent (external) governors are expected adhere to the *College Bylaws*, the *Code of Conduct – Board Members* policy (10.1), the *Respectful Workplace* policy (1.5) and the *College’s Code of Ethics*. External governors must also comply with any applicable requirements of the *BC Societies Act*.
5. When possible, independent governors are expected to serve at least on one committee, and so the selection committee will endeavor to appoint a governor whose skills and experience can make a positive contribution.
6. Former Columbia College Society members or students may be nominated as independent governors, but in both cases the individual must have ended their relationship with the College twenty-four months prior to the beginning of a potential Board term.
7. The term of office is for an initial period of two years. Independent board members are eligible for a reappointment to a second and third term. A member may serve a maximum of six consecutive years. Additional reappointments are allowable at least twenty-four months.

B. PROCEDURES:

1. **Nominations Committee for External members**
 - a. The elected Board members shall constitute the Nominations Committee and have the responsibility to recommend candidates for appointment or reappointment to Society.

- b. The Nominations Committee may be assisted by other members of the Board, Board Advisors (Principal, Vice-Principal, Financial Controller), and other employees of the College, as appropriate.

2. Recruitment Process

- a. The recruitment process should not proceed until a full evaluation of the composition of the Board of Governors has been undertaken. Potential candidates should balance existing skills and expertise amongst serving members or bring additional competencies or expertise to the Board.
- b. The Nomination Committee may solicit applications to the general public, or approach potential candidates directly, at their discretion. The Committee may cooperate with the College Human Resources Manager in this endeavor.
- c. Prospective external candidates must submit a resume and supporting documentation to the Board Secretary or a designate. The Secretary or a designate will serve as the main point of contact for initial inquires and applications.
- d. On those occasions where a possible candidate is known to the Chair or to a member of the Nominations Committee, the Board member in question will adhere to the *Conflict of Interest* policy (10.2).
- e. The Secretary will contact suitable candidates and invite them to an interview. All suitable candidates should be interviewed by the Committee, if possible.
- f. Following deliberations and identification of the most desirable candidate by the Nominations Committee, the candidate will be referred to Society for ratification.

3. Ratification Process

- a. Background information about the candidate will be circulated no less than 14 days before the General Meeting in which the ratification will be put to a vote by the voting Society Members.
- b. External governor recommendations must be ratified by Society; successful ratification will be reported for the record at the next Board meeting.
- c. The Chair of the Board is responsible for arranging the induction of newly appointed governors to the College.
- d. On completion of the ratification process, interested but unsuccessful candidates will be contacted by the Board Secretary to advise them of the result.
- e. In the event that the recommended candidate is not ratified by Society, the procedures outlined in the College *Bylaws* (Section 3.7) will be followed.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

REFERENCE TO BYLAWS or ARTICLES:

RELATED ACTS AND REGULATIONS:

RELATED POLICIES:

College *Bylaws*
 #1.5 *Respectful Workplace* policy
 Code of Ethics, Employee Handbook

APPROVALS:

Responsible Owner:	Date:
Principal or Designate:	Date:

IF APPLICABLE:	
Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	

APPROVAL FOR ALL POLICIES

Chair, Board of Governors	Date:
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Revision Date(s):	Replaces Policy Number:
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