

## **BOARD OF GOVERNORS POLICY**

<b>POLICY TYPE:</b>	Governance Process
<b>POLICY TITLE:</b>	Recruitment of External Governors
<b>ESTABLISHED DATE:</b>	November 2008
<b>REVISION DATE:</b>	October 2020
<b>RENEWAL DATE:</b>	October 2023

---

### **1. Background**

- 1.1. The Board of Governors oversees the direction and management of a College so that it carries out its mandate and objectives effectively. Under the Ontario Colleges of Applied Arts and Technology Act, the objects of the Colleges are to offer a comprehensive program of career-oriented, postsecondary education and training to assist individuals in finding and keeping employment, to meet the needs of employers and the changing work environment, and to support the economic and social development of their local and diverse communities.
- 1.2. As established by the Ministry of Colleges and Universities, the Protocol for Board Nominations and Appointments provides a framework to support the Board of Governors in meeting its obligations to students and employers in Ontario and as specified under the Ontario Colleges of Applied Arts and Technology Act.
- 1.3. The composition of a College Board of Governors is governed by O. Reg. 34/03 under the Ontario Colleges of Applied Arts and Technology Act.
- 1.4. Durham College By-law No. 1 establishes the composition of the Durham College Board of Governors, being 12 directly-appointed members, 4 internal members (one student, one academic staff member, one administrative staff member and one support staff member), and the president of the College.

### **2. Policy statements**

- 2.1. The single, overriding principle for nominations and appointments is that all Board appointments and nominees for appointments are merit-based, and only qualified and experienced individuals with the necessary skills and knowledge will be considered for nomination.

- 2.2. With merit as a precondition, candidates shall be assessed based on the protocol established by the Ministry of Colleges and Universities, including diversity, ability to support the strategic direction of the College, probity, openness, and transparency.
- 2.3. Durham College (DC) is committed to having the diverse populations it serves reflected in the Board composition and will strive to ensure demographic and cognitive diversity among its members.
- 2.4. DC is committed to a Board composition with experiential diversity and will strive for representation in the following sectors as they align with our academic offerings: agriculture, arts/entertainment/recreation, business, community services, education, energy, finance/investment/accounting, government, health services, hospitality, law, science and technology, and skilled trades.
- 2.5. Potential candidates may be introduced by current Governors; however, all candidates will be subject to the full recruitment process.
- 2.6. No directly-appointed member shall be an employee or a student of a college of applied arts and technology.
- 2.7. The oversight of the appointment process of external Governors is delegated to the Nominating Committee, which shall be responsible for recommending to the Board of Governors the appointment of external Governors, and nominations for Lieutenant Governor in Council appointments.
- 2.8. The Corporate and Board Secretary shall support the work of the Nominating Committee by coordinating the administrative functions of the recruitment process, such as posting the advertisement where appropriate, collecting resumes, scheduling interviews, and conducting reference checks.
- 2.9. Applications submitted after the recruitment deadline may not be accepted.
- 2.10. The Nominating Committee is not required to accept any candidate who applies for a particular vacancy and reserves the right to re-issue a vacancy notice if no suitable candidate is found.

### **3. Recruitment Procedures**

#### **3.1. Skills Analysis**

- 3.1.1. The Board will utilize a skills matrix to identify ongoing professional development needs and any deficiencies in representation that would complement the College's strategic direction and balance the overall characteristics of the Board.

### **3.2. Recruitment Process**

- 3.2.1. When a vacancy occurs, the Nominating Committee shall determine the focus of the recruitment based on the skills matrix and may review and update the language in the communications plan.
- 3.2.2. The vacancy may be advertised using any method deemed appropriate by the Corporate and Board Secretary, with guidance from the Nominating Committee.
- 3.2.3. Interested individuals will be required to complete a nomination form and submit a current cover letter and resume.

### **3.3. Interview Process**

- 3.3.1. Upon the close of the recruitment period, the Nominating Committee shall review the applications received and determine a short-list of candidates to interview.
- 3.3.2. Based on the direction of the Nominating Committee, the Corporate and Board Secretary shall invite potential candidates to attend an interview.
- 3.3.3. The Nominating Committee shall determine the format of the interview.
- 3.3.4. To ensure fairness, all candidates will be asked the same interview questions and will be scored using an evaluation matrix.
- 3.3.5. Candidates being considered for an appointment may be requested to provide a minimum of two references relevant to the skills and competencies being sought.
- 3.3.6. The Nominating Committee will consider the interview results and make a recommendation to the Board of Governors for an appointment.

### **3.4. Appointment**

- 3.4.1. The Board of Governors is the final authority to appoint an external Governor for a term not to exceed three years and shall submit in confidence to the Public Appointment Secretariat through the Ministry of Colleges and Universities all recommendations for a Lieutenant Governor in Council appointment.

- 3.4.2. Once appointed, the Corporate and Board Secretary shall notify the successful individuals(s) and will make the necessary arrangements for onboarding and orientation.
- 3.4.3. The Corporate and Board Secretary shall notify candidates who are not successful in the interview process.
- 3.4.4. For a vacancy to be filled by a Lieutenant Governor in Council appointee, the paperwork required by the Public Appointment Secretariat shall be completed.

#### **4. Monitoring**

- 4.1. The monitoring of this policy is achieved through the oversight of the appointment process as delegated to the Nominating Committee through the application of the Protocol for Board Nominations and Appointments.

#### **5. Related legislation, Minister's Binding Policy Directives and other documents**

- Ontario Regulation 34/03
- Ministry Binding Policy Directive: Protocol for Board Nominations and Appointments