

BOARD POLICY

POLICY TYPE:	Governance Process
POLICY TITLE:	Recruitment of External Governors
ESTABLISHED DATE:	November 2017
RENEWAL DATE:	November 2020

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 Advanced Education and Skills Development, 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 appointment 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 Advanced Education and Skills Development including merit, diversity, ability to support the strategic direction of the College, probity, openness and transparency.
- 2.3. Durham College is committed to a Board membership with diverse skills, experience and expertise and will strive for representation in the following sectors: culinary/hospitality/agriculture, arts/entertainment/recreation, business, community services, education, energy, government, health services, law, and science and technology.
- 2.4. Potential candidates may be introduced by current Governors; however, all candidates will be subject to the full recruitment process.
- 2.5. No directly-appointed member shall be an employee or a student of a college of applied arts and technology.
- 2.6. 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.
- 2.7. The Chair of the Nominating Committee is responsible for adherence to the recruitment and selection process.

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 which 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 shall review and update the language of the vacancy advertisement as required.
- 3.2.2. The recruitment process may include advertisement using social media, local print media and other local publications, and through government, business and community leaders.
- 3.2.3. Interested individuals will be required to complete a nomination form and submit a current cover letter and resume.

- 3.2.4. For a vacancy to be filled by a Lieutenant Governor in Council appointee, the paperwork required by the Public Appointment Secretariat shall be completed.
- 3.2.5. Upon the close of the recruitment period, the Nominating Committee shall review the applications received and determine a short-list of candidates to interview.
- 3.2.6. Based on the direction of the Nominating Committee, the Corporate and Board Secretary shall invite potential candidates to attend an in-person interview. The Nominating Committee will consider such candidates and make a recommendation to the Board of Governors for appointment.
- 3.2.7. The Board of Governors is the final authority to appoint any external Governor for a maximum three-year term, and shall submit in confidence to the Public Appointment Secretariat all recommendations for a Lieutenant Governor in Council appointment.
- 3.2.8. Once appointed, the Corporate and Board Secretary shall notify the successful individuals(s) and will make the necessary arrangements for onboarding and orientation.
- 3.2.9. The Corporate and Board Secretary shall notify candidates who are not successful in the interview process.

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