

TITLE:	Identification and Selection of Officers & Committee Chairs		
Manual/Policy#:	Board of Directors # V-B-2	Division:	CPDMH
Original Issue:	April 2012	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	April 2015	Approved by:	Board of Directors
Last Date Reviewed:	September 2020	Cross Reference(s):	

1. POLICY STATEMENT:

The Board of Directors of Carleton Place & District Memorial Hospital (“the Hospital”) is committed to identifying, selecting and preparing qualified individuals to provide leadership to the Board as described below.

2. SCOPE:

The policy applies to all Board leadership positions.

3. GUIDING PRINCIPLES:

The selection process for Board Officers will be a systematic, transparent, accountable and fair process.

The Joint Governance and Nominating Committee is responsible for ongoing succession planning for leadership on the Board and the recommendation of a slate of Officers including Board Chair and Vice-Chair.

4. DEFINITIONS:

N/A

5. PROCEDURE:

The officers of the Corporation shall include:

- a) Chair of the Board;
- b) Vice-Chair of the Board;
- c) Chief Executive Officer; and
- d) Secretary;

and any such other officers as the Board may by resolution determine. The officers will be elected or appointed by resolution of the Board at the first meeting of the Board following the annual general meeting when a vacancy occurs. A person may hold more than one office. The Chief Executive Officer shall be Secretary of the Corporation. Any officer will cease to hold office upon resolution of the Board.

Duties of the officers are described in Article 5 of the Corporation’s By-laws.

The Chief Executive Officer is an employee of the Corporation and is selected through a selection process established by the Board when the need arises.

The Chair and Vice Chair of the Board and Committee Co-Chairs will be members of the Board of Directors.

When possible, the Co-Chair of the Joint Governance and Nominating Committee will be the immediate Past Chair of the Board.

Annually, or more frequently if required, the Joint Governance and Nominating Committee will put forward a slate of nominees for the Chair, Vice Chair and Committee Co-Chair positions. The Co-Chair of the Joint Governance and Nominating Committee will provide a minimum of 21 days notice of the date of the meeting at which the Committee will consider candidates for the Officer and Committee Co-Chair positions.

Directors with an interest in Board leadership positions may identify themselves through the annual evaluation process or by approaching a member of the Joint Governance and Nominating Committee. Nominations by any other member of the Board may only be made with the permission of the nominee. The Committee may also approach individuals they believe to be suitable candidates.

Notwithstanding the fact that the Joint Governance and Nominating Committee has put forward a slate of nominees, Directors will be offered an opportunity to put forward alternate nominations during the Board meeting at which Officers and Committee Co-Chairs are being elected and before a vote is held.

All candidates for Board leadership positions will be evaluated on the basis of:

- years served and remaining to be served on the Board
- skills identified through the Board skill set matrix
- feedback from Board evaluation processes
- knowledge of governance and governance processes
- prior leadership experience
- availability to fulfill the responsibilities of the position

Any member of the Joint Governance and Nominating Committee who is a candidate for an Officer or Committee Co-Chair position will always absent him/herself from the discussion about the position even in the event that he/she is the only candidate.

Deliberations of the Joint Governance and Nominating Committee regarding leadership candidates will be kept confidential out of consideration for Board Members who are not being recommended for the slate of Officers and Committee Co-Chairs. Any Director who was or believes that he or she was or should have been considered for a leadership position may request individual feedback from the Co-Chair of the Committee.

Each candidate and each leadership position will be considered uniquely. Appointment to any leadership position will not automatically confer the right or the obligation to be appointed to any other leadership position.

Individuals identified as potential future leaders may be offered training and/or education opportunities to assist in their preparation. This will not automatically confer the right to be appointed to a leadership position.

Directors elected as Officers or Committee Co-Chairs may request additional training or education, which will be granted at the discretion of the Co-Chair of the Joint Governance and Nominating Committee and the CEO.

6. REFERENCES

CPDMH By-Law Article 4 and 5

Almonte General Hospital Policy V-B-2

7. APPENDICES

N/A

Evaluation: This policy will be reviewed every two years.