

303A BOARD MEMBER SCREENING AND SELECTION POLICY

STATEMENT OF PURPOSE:

Community Care of West Niagara aims to attract and select highly qualified and committed individuals for the Board of Directors who can provide effective governance and strategic leadership.

This Policy outlines a structured process to identify candidates possessing skills, expertise and competencies that align with the organization's mission and needs. It involves defining needs, recruiting, screening, selecting, and onboarding, ensuring a consistent approach throughout.

The **Nominating Committee** is responsible for overseeing the recruitment process and includes:

Board Composition and Needs Assessment

- **Skills Matrix Review:** The Committee will conduct an annual assessment of the current Board's skills, experience, and demographics to identify gaps in its composition.
- **Strategic Alignment:** The Committee will consider the most recent Board approved strategic plan and future needs to determine the profiles required for new members.
- **Board Member Job Description:** A Board approved job description will be referred to for recruitment, outlining the core responsibilities, expected time commitment, and desired qualifications.

Recruitment and Sourcing of Candidates

- **Cultivation:** The Committee will proactively identify and cultivate potential candidates all year.
- **Promotion:** Open positions will be communicated to the Board, Membership, and potentially the public, outlining the desired skills and established application process.
- **Applications:** Candidates will complete an application form, include a resume and other relevant information for the Committee to review.

Screening and Selection Process

Initial Screening

The Nominating Committee will review applications against the established criteria (skills matrix, job description, conflict of interest policy etc.) to create a shortlist of candidates for interviews.

Shortlisted candidates will then be invited to attend a site tour and introductory meeting with the Executive Director.

Interviews

A selection committee (or the full Nominating Committee) will schedule interviews with each of the shortlisted candidates using a structured approach that includes a consistent set of questions and a candidate rating system.

References and Background Checks

For the final proposed candidate(s), Board candidates will provide at least 2 references for the Committee to contact. Community Care of West Niagara may also require candidates to complete Police Background Checks as appropriate.

Recommendation, Nomination and Approval

The Nominating Committee will make a recommendation to the full Board of Directors regarding candidate(s) Membership application. If the Membership application is approved by the Board of Directors, the Nominating Committee will then include that candidate's name in the slate of Board Applicants they are recommending to the Board of Directors to vote on. If approved, that candidate's name will be included in the list of Board Member Nominees presented to the Membership at an AGM for approval, in accordance with CCWN Bylaws.

Appointment and Orientation

- **Formal Offer and Affirmation:** A formal letter of appointment will be issued to the selected candidates for their signature, confirming their acceptance, eligibility, and understanding of the responsibilities of the position.
- **Onboarding:** A structured orientation program will be provided to welcome and onboard new Board members, ensuring they understand the organization's operations, policies, finances and strategic direction.

All information/documents pertaining to this process will be immediately turned over to the Board Secretary for record retention at CCWN for record.

Resources include: Need Assessment Skills Matrix, Strategic Plan, Board member Job Descriptions, Board & Member Application forms, Interview questionnaire, Candidate Rating form, Orientation Checklist and Mentor, Board member Statement of Qualifications and Attestation.

See Governance Policies 201-205, 303B, 506 for additional information.

Approved at CCWN's Board of Directors Meeting	January 9 th 2026