


Policy Name:	RECRUITMENT AND NOMINATION OF DIRECTORS		
Policy Number:	GOV-210	Formerly	BG-218
 West Elgin Community Health Centre	Creation Date: July 2007	Reviewed Date: January 2019	Approved by: Board of Directors

SUMMARY

West Elgin Community Health Centre (the “Centre”) recognizes the value that a diverse Board of Directors (the “Board”) brings to the governance of the Centre.

POLICY

One of the goals of the recruitment process is to allow prospective candidates to make an informed decision about their candidacy and to allow Governance Committee members to properly assess the candidate’s suitability.

The following considerations shall be reflected in the Board’s recruitment and nomination procedures:

- Participation by a cross-section of the Centre’s stakeholders.
- Representation of a diversity of interests and skills amongst the Directors.
- The values of actual and perceived inclusiveness and transparency.
- The values of openness and accessibility to people who want to participate.

PROCEDURE

The Governance Committee shall be responsible for recruiting potential Directors and submitting its proposed nominees to the Board for its approval. Only those Director nominees approved by the Board shall be recommended to the Members for election as Directors.

On an annual basis the Governance Committee shall review the scheduled expiry date of each Director’s term of office. For those Directors whose term of office will expire at the next Annual Meeting of Members, inquiries will be made as to whether such Director wishes to stand for re-election to the Board. The fact that a Director wishes to stand for re-election shall not oblige the Governance Committee to nominate such Director for appointment to the Board.

The Governance Committee shall meet in a timely manner to discuss who it intends to propose for nomination as a Director to the Board. The Committee shall review the current complement of Directors whose terms will not be expiring at the next Annual Meeting of Members to identify any gaps in Board representation from or with respect to:

- Any geographical area within the Centre’s Primary Area of Service.

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- Any group or class of persons, including without limitations, such as youth, seniors, individuals with disabilities, minorities, rural populations; and
- Complementary skill sets or experience, including business, finance, accounting, legal, human resources and health care.

In addition, each potential Director should:

- Support the Mission, Vision and Values of the Centre.
- Reflect the diversity of the communities served by the Centre.
- Help the Board meet the gaps identified in the criteria set out above.

In the event that all Directors whose terms are expiring wish to be re-elected and the Committee determines that such re-election would be in the best interest of the Centre, it may recommend to the Board that all such Directors be reappointed, in which case it is not required to pursue the recruitment procedures.

In the event that the recruitment of one or more nominated Directors is deemed necessary or appropriate, the following recruitment procedure shall be followed:

- The Committee shall solicit recommendations from all Directors and may solicit input from some of the Centre's stakeholders, whether through a public advertisement or otherwise.
- The Committee will then meet to determine which potential candidates it intends to approach to see if they would be interested in being considered to become a Director.
- Potential candidates will be approached in person to determine if they are interested in becoming a Director.
- If a potential candidate indicates that he or she is interested in becoming a Director, he or she shall be provided with an application package, which shall be completed and returned to the Chair of the Committee within a specified period of time.
- The Committee shall review and consider all completed applications and will determine which candidates it intends to interview. The Committee shall also undertake such reference and other checks, including Criminal Record and Judicial Matters Check as it deems appropriate in the circumstances.

Following the completion of the interview process, the Committee shall meet and make its final determination of which candidates it intends to recommend to the Board for its approval. Such recommendation shall be in writing and shall include relevant biographies of the candidates.

The final determination of the individuals to be nominated by the Board to stand for election as Directors shall be made by the Board. Notwithstanding the Board's nominees, on a motion duly made and seconded at any meeting of Members, an individual eligible to stand for election to the Board (as prescribed by the Centre's By-laws) may do so from the floor of any Member's meeting duly called to elect Directors.

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FILLING OF VACANCY

Subject to the provisions of the Centre's governing legislation and By-Laws, in the event that the Board is required to fill any vacancy created on the Board between meetings of members, the same procedure as outlined above shall be followed to recruit and select a replacement, except that the Board may appoint such individual as a Director.