

Mission

Owl Child Care provides a nurturing, play-based early learning environment to support each child in realizing their potential while giving families peace of mind.

Intent

To ensure effective succession of qualified individuals as part of the elections process by presenting a slate of nominees for election of directors and officers to Owl's Board. These include: president, president-elect, treasurer, secretary and directors of the Board.

To ensure adequate and relevant orientation of new Board members and on-going development and training for all members of the Board.

Accountability to the Board of Directors

RESPONSIBILITIES

Planning and Reporting

1. Develop an annual committee work plan for the following fiscal year and forward to the Board for approval in conjunction with the annual budget.
2. Chairperson, in consultation with staff members of the committee, to prepare the agenda on the approved template and send with supporting documents to the committee a minimum of 1 week prior to each committee meeting.
3. Appoint a committee member to record the minutes of all committee meetings and to forward the minutes to the Chair and Executive Director within 1 week of the meeting. Meeting minutes will be forwarded to the Board as your report.

Protect...in the Interest of Members

4. Actively recruit qualified individuals to serve on the Board and/or Board committees as required, per the procedures outlined in Appendix A.
5. Implement the election process as outlined in our By-Laws and governance policies.
6. Develop and maintain a formal succession plan for all officer positions, directors and committee members. Update the list of standing appointees when required.

Connect...for Healthy Board Relations

7. Ensure on-going Board development and training, which will include – but is not limited to - orientation, evaluation, improvement of process, governance. Develop an annual board development/training plan and budget by the specified deadline for the following fiscal year and recommend to the Board for approval.

Reflect...on Organizational Performance

8. Annually in May, review outcomes from the Nominating Committee's annual work plan and the duties outlined in the Terms of Reference. Submit recommendations to the Board for future consideration.
9. Engage the Board in a regular evaluation process on Board effectiveness and individual evaluations of Board directors. Following the evaluation process, propose action plans for Board consideration.

Term

- Members of the Nominating Committee will serve for a term of one (1) year, between each Annual General Meeting, and may be reappointed to a maximum of three (3) years.
- No member of the Nominating Committee may be sitting for election at the time of service.

Committee Membership:

- One Director of the Board will be appointed Chairperson
- Three (3) to Five (5) committee members will be selected for their individual and collective expertise in competency/skill assessment, board development and/or adult education.
- Executive Director (voice, no vote)
 - The Executive Director will not be directly involved in recruitment and selection of Board Directors or Officers.

Reviewed & Approved by the Board of Directors:

President, Board of Directors

Date

Executive Director

Date



The following procedures outline the annual recruitment and selections process to be conducted prior to an Annual General Meeting or when there is a vacancy mid-term due to a director resignation.

1. Regularly confer with Board directors and committee chairs to identify upcoming vacancies that require succession planning.
2. Conduct a competency/skill assessment of current Board directors and committee members prior to active recruitment for new members.
3. With the support of the executive director, actively recruit qualified individuals to serve on the Board and/or Board committees as required, including such processes as advertising, identification of potential candidates based on the competencies required and targeted solicitation of appropriate candidates.
4. With the support of the executive director, receive and acknowledge receipt of applications. Maintain a candidate resource pool including previous applicants and referrals.
5. Screen, interview and assess potential candidates based on the Board approved position descriptions and required skill sets. Endeavour to reflect the population in terms of centre representation. Create a short list of applicants, if necessary.
6. Prepare a slate of nominee(s) for each position that is open for election, or appointment due to a vacancy mid-term.
7. Prepare candidate bios to introduce nominees to the Board for election or appointment.
 - a. When filling positions mid-term, work with the executive director to invite potential candidates to attend a board meeting for observation and seek confirmation of their desire to become a board director and/or committee member. Ensure all documentation regarding confidentiality and conflict of interest is signed and on file prior to releasing agenda support materials to potential candidates.
8. Prior to the AGM, prepare the official Board Recommended Slate of Nominees for board approval at least one month prior to the AGM.
 - a. If there are more candidates than vacant positions, work with the executive director to implement a fair and equitable voting process following the requirements of Owl's by-laws and any governing policies.
 - b. At the AGM, present the Board Recommended Slate of Nominees for ratification by the members.
9. At the first meeting after the AGM or from time to time as the need arises, seek



nominations from the Board for positions of President, President-elect, Treasurer and Secretary from which the members of the Board will appoint to said positions on the Board.

- a. If there is more than one candidate for such position, conduct a fair and equitable appointment process with the Board.
- b. Confirm the appointment of these officers with the executive director for filing with the Government of Ontario and notification to the members.