



Board of Governors Nominations Process

Category: Governance;

Approval Authority: Board of Governors;

Established on: April 10, 2013;

Amendments: February 9, 2018;

Reviews: December 2016.

The Board Governance & Nominating Committee (BGNC) is a Standing Committee of the Lakehead University Board of Governors that is charged with the primary role of assisting the Board of Governors in its governance stewardship and oversight responsibilities. Its main roles include:

- Reviewing the skills and experience required on the Board and identify to the Board candidates as prospective Governors,; and
- Recruiting, screening and recommending to the Board a roster of candidates for election to the Board.

Appointments are made respecting the Lakehead University Act, Lakehead University Bylaws, and the Lakehead University Board approved “Roles and Responsibilities of Members.”

Identification of Board Needs:

At least once per year, and each time the Board composition or terms of reference of Board Standing Committees change:

- the BGNC Chair will consult with the Board Chair to determine if any skills gaps exist on the Board and report to the BGNC;
- the BGNC Chair will consult with Board Standing Committees Chairs to determine if any skills gaps exist on such Standing Committees and report to the BGNC; and
- the BGNC will review the Board Skills Matrix, and recommend to the Board any proposed changes.

Following the Annual Meeting of the Board, the Board Chair, with the assistance of the Secretary, shall identify the challenges, opportunities, and the course of action that the Board will likely pursue in the next few years and present this to the BGNC at its first meeting following the Annual Meeting.

Once a year, the BGNC and the Board shall be advised in writing by the Secretary of the names of those members whose terms expire during the current year. These names shall be recorded in the Official Minutes of that Board meeting. (Board By-Laws, Paragraph 7(a))

When a vacancy exists or is anticipated, using the Board Skills Matrix and information from the Board Chair regarding the challenges, opportunities, and the course of action that the Board will likely pursue in the next few years, the BGNC will identify any gaps that should be filled to meet the needs of the Board and/or its Standing Committees, and, with due regard for diversity, recommend to the Board a candidate from the

Evergreen List with the desired skills and attributes to fill such vacancy. The Board of Governors strives for a diverse membership reflective of the population it serves. The BGNC first examines the membership in terms of sensitivity to diversity balance and then to the skills set required.

New Board Member Recruitment - Evergreen List

Board recruitment is carried out using an "Evergreen List" of pre-approved prospective Board members. Recruitment of candidates to fill future Board vacancies will be an ongoing process (see Figure 1). The Evergreen List consists of a list of people who have been nominated, interviewed, and selected by the BGNC as a possible future Board member. The BGNC shall review any individual who has been on the Evergreen List for over three years, and determine if the individual shall remain on the Evergreen List for up to another three years. Evergreen List members shall be engaged in various University activities through an engagement strategy.

The University's Governance website will perpetually contain a call for interested individuals to be nominated or self-nominate to serve on the Board. Periodically, the BGNC will instruct the Secretary to push out calls for interest to serve. At least once per year, the BGNC Chair shall report to the Board on upcoming Board vacancies, and encourage current Board members to solicit nominations from prospective candidates.

Nomination of all new candidates must be made on the Board approved Nominations Form, be accompanied by a current resume or CV, and contain sufficient information to enable the BGNC to determine whether or not to interview a candidate. Self-nominations are encouraged. Nominations shall be sent to the Board Secretary. The BGNC shall review completed nominations periodically throughout each year, and determine whether a nominated candidate should be interviewed.

No individual will be appointed to the Board without first being nominated using the above noted process and interviewed, regardless of whether such individual was recommended by a constituency such as O-AGC, Senate, LUSU, or the Alumni Association.

Interviews of prospective candidates will be carried out by a sub-committee of the BGNC, containing at least the Chair or Vice-Chair, the President, and the Chair of BGNC. The Interview Sub-Committee will report to the BGNC on the results of the interview, and make a recommendation regarding whether the individual shall be added to the Evergreen List. The BGNC will determine whether individuals will be added to the Evergreen List.

Candidates must possess the qualifications, the experience, and the commitment required to govern an institution of the size, complexity and reputation of Lakehead University. Knowledge and expertise in a wide variety of fields are preferred in order that the duties of the Board can be discharged effectively. In addition, the Committee will recommend appointments that, as much as possible, avoid potential conflicts of interest.

Board Standing Committees

The BGNC is also charged with the following:

- Propose nominees to serve on all Standing Committees of the Board.
- Propose nominees for Chairs of all Standing Committees.

Each spring, the BGNC shall invite Board members to submit any preferences they may have on their first, second, and third choice for Board Standing Committees, and

other appointments that the Board regularly makes (for example, a member on Senate and O-AGC). In addition, the BGNC shall invite Board members to make recommendations on Standing Committee Chairs. While efforts will be made to address Board member preferences, the Board reserves the right to appoint Board members to any Standing Committee.

The BGNC shall strive to make a recommendation to the Board in June regarding Board members to fill Standing Committees and Standing Committee Chairs following the next Annual Meeting of the Board. The BGNC shall consult with the Board Chair prior to making such recommendation.

Nominations Process Review

The Nomination Process will be reviewed by the Board at least every three years. The BGNC shall review the Board Nominations Form at least every three years and recommend any changes to the Board.

Review Period: At least every three years;

Date for Next Review: February 2021

Figure 1: Board Ongoing Nominations Process