



Board of Governors Chair, Vice-Chair and Past Chair Selection Procedures

Approval Authority: Board of Governors;

Established on: April 24, 2020;

Amendments: None;

Purpose

To ensure experienced and effective and continuous Board leadership.

Policy

The Chair, Vice-Chair and Past Chair shall be external members of the Board with the requisite skills and experience in accordance with the criteria set out herein and as established by the Board from time to time. The incoming Board Chair and Vice-Chair shall be approved by the Board prior to the conclusion of the incumbent Board Chair or Vice-Chair's terms. While it is normally desirable for Board continuity, efficiency and effective operations for an individual to progress from Vice-Chair to Board Chair, and from Board Chair to Past Chair, such progression is not required.

Selection Process

The Board Governance and Nominating Committee (BGNC) shall conduct the Board Chair, Vice-Chair and Past Chair selection process and recommend to the Board one or more nominees to fill upcoming vacancies in such offices. Such selection process includes:

1. At least six months prior to the expiration of the term of any of the Board Chair, Vice-Chair, or Past Chair, the Board Governance and Nominating Committee chair shall canvass each Board member to obtain views on the Selection Criteria.

2. At least five months prior to the expiration of the term of any of the Board Chair, Vice-Chair, or Past Chair, the Secretary shall invite all Board members to submit nominations or applications (self-nominations) for such office. The Secretary shall compile responses for the BGNC Chair.
3. In the event that the BGNC Chair has expressed interest in any one of the offices, the Past Chair shall fulfill the BGNC Chair's duties with respect to that office and the BGNC Chair shall not participate in selection proceedings with respect to that office other than as a nominee.
4. The BGNC Chair shall consult with each nominee to ascertain interest.
5. The BGNC Chair shall seek input from the President and Vice-Chancellor and the Secretary to obtain input on each nominee being put forward to the BGNC.
6. The BGNC shall consider whether each nominee fulfills the Selection Criteria, discuss findings, and provide recommendations to the Board. Such recommendations should be provided at least two months prior to the expiration of the term of any of the Board Chair, Vice-Chair, or Past Chair.

Selection Criteria

Each of the Board Chair, Vice-Chair, and Past Chair shall possess:

- The skills and knowledge required of an individual Governor as outlined in the Board approved document entitled "Roles and Responsibilities of Members of the Lakehead University Board of Governors" (the "Board Roles Document")
- The skills and knowledge required of the position as outlined in the Board Roles Document
- Ability to act impartially and without bias
- Ability and willingness to fulfill the role, duties and responsibilities of the position as outlined in the Board Roles Document
- Such other selection criteria established by the Board on the recommendation of the Board Governance and Nominating Committee

Office Specific Criteria

Board Chair: The Board Chair should normally have served as Vice-Chair for at least one year prior to becoming Board Chair. The Board Chair must be willing to fulfill the duties of Board Chair.

Vice Chair: The Vice-Chair should normally have served as a Standing Committee Chair for at least one year prior to becoming Vice-Chair. The Vice-Chair should be willing to entertain becoming Board Chair if the Board so desires, and must be willing to temporarily fulfill the duties of Board Chair from time to time.

Past Chair: The Past Chair shall normally be the immediate past chair of the Board, however in the event the immediate past chair is no longer a Board member, is unable or unwilling to act as Past Chair, or the Board determines otherwise, another former Board Chair may be selected as Past Chair.

Review and Amendment

These Procedures shall be reviewed by the BGNC at least every three years, and may be amended by the Board on the recommendation of the BGNC.

Review Period: At least every three years;

Date for Next Review: 2023;

Related Policies and Procedures: Roles and Responsibilities of Members of the Lakehead University Board of Governors;

Please contact the University Secretariat if you require this information in another format:

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