

# Board Recruitment Policy

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<b>Purpose</b>	<p>The purpose of this document is to establish a policy and set out a standard process for recruitment and identification of potential candidates to join the Board of Directors of Pride Toronto.</p> <p>This policy and process is to be used for ongoing recruitment of Board Members in order to always have diverse representation and a full complement of Board Members.</p> <p>The board recruitment process detailed below applies to vacancies for election to a full-term at a Membership Meeting, as well as midterm vacancies.</p>
<b>Enactment &amp; Procedures</b>	<p><b>1. Board Composition</b></p> <p>As per <a href="#">By-Law No. 1</a>, the Board of Directors shall have a minimum of five (5) directors and maximum of twelve (12) members. The Board shall decide the numerical composition of the Board within these parameters.</p> <p>All potential candidates and recruitment initiatives for the Board of Pride Toronto should be considered in the context of the needs of the organization, including the need for diverse community representation on the Board of Pride Toronto.</p> <p>In order to be effective and productive, members of the Board should reflect diverse skill sets and experiences in order to meet the needs of a complex organization and diverse stakeholders. Some skills/experiences key to the continued effectiveness of the Board include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Strategic Planning</li> <li>● Community, Government, and Stakeholder Relations</li> <li>● Arts &amp; Culture Management</li> <li>● Communications and Public Relations</li> <li>● Legal / Governance</li> <li>● Accounting / Financial Management</li> <li>● Human Resources Management</li> <li>● Experience with the 2SLGBTQ+ communities</li> </ul> <p>The Board will strive to reflect the diversity of Pride Toronto’s stakeholders, including Toronto’s 2SLGBTQ+ communities. This includes a balance of genders, gender identities, and gender expressions, in addition to other considerations of diversity such as racial, ethnic, and</p>



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	<p>cultural backgrounds, ability, and socio-economic class or status.</p> <p><b>2. Selection Committee</b></p> <p><b>Role</b> The Selection Committee is a special committee of the Board of Directors, responsible for planning and executing the work of board recruitment ahead of an upcoming Membership Meeting where Board Director elections will be held.</p> <p><b>Striking the Committee - Annual General Meeting</b> The Selection Committee shall be struck annually no later than the September board meeting to plan and execute the work of board recruitment ahead of the upcoming Annual General Meeting.</p> <p><b>Striking the Committee - Special General Meeting</b> In cases where Board Director elections will be held at a Special General Meeting, the Selection Committee will be struck as soon as possible.</p> <p><b>Striking the Committee - Mid-year Vacancies</b> At the discretion of the Board of Director, a Selection Committee may be struck to fill a Board Director position on an interim basis.</p> <p><b>Composition</b> The Selection Committee shall be composed of five (5) Directors, with the Executive Director serving as an ex officio member. It is recommended, but not required, that members of the Selection Committee also serve on the Governance and Policy Committee.</p> <p><b>Chair of the Selection Committee</b> The Selection Committee shall choose one chair from among the voting members at its first meeting.</p> <p><b>Conflict of Interest</b> For purposes of conflict of interest, a Board Director who is up for election or reelection at an upcoming Membership Meeting shall not serve on the Selection Committee.</p> <p><b>3. Advertisement of Available Positions on the Board and Targeted Community/Stakeholder Outreach</b> Pride Toronto will post advertisements for a minimum of two (2) weeks in a variety of appropriate media, including Pride Toronto’s website, social media platforms, and forums used for recruiting board members for</p>
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	<p>not-for-profit and charity boards. This may include direct community and stakeholder outreach, as determined by the Selection Committee.</p> <p><b>4. Applications</b> Candidates will be required to submit to the Selection Committee a current copy of their résumé and responses to any application questions, as set by the Selection Committee.</p> <p><b>5. Screening of Applicants</b> The Selection Committee will review written applications to identify suitable candidates to be interviewed.</p> <p>When suitable candidates are identified, the Chair of the Selection Committee will schedule interviews (virtual or in-person) to assess their suitability for a Board position based on their skills, experience and qualifications specified in the skills matrix and by using the Pride Toronto Board Director job description.</p> <p><b>6. Board Slate Recommendations</b> Once candidates have been interviewed, the Selection Committee will assess the applications and interview assessments, and make recommendations to the Board as to which candidates should be put forward to stand for election or selected to fill a vacancy.</p> <p><b>7. Board Approval</b> The Board will make the final determination on which candidates are approved to be put forward to stand for election or to be appointed to fill a vacancy.</p> <p><b>8. Current Board Members Standing for Re-Election</b> Eligible Board Members must submit their intention to stand for re-election in writing to the Selection Committee no later than 90 days before the Annual General Meeting during which an election will be held.</p> <p>An eligible Board Member who has complied with this requirement is not required to participate in the selection process described in Sections 4 and 5 above.</p> <p>In the event that the board recruitment process is completed ahead of 90 days before the Annual General Meeting, and where intention to stand for re-election is received after completion of the process (i.e. board approval of the slate), the Board reserves the power to accept or reject the candidacy for re-election.</p> <p>In cases where the board recruitment process is less than 90 days,</p>
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	<p>particularly if a Membership Meeting where Board Director elections will be held is scheduled within this timeframe, the deadline to submit intention to stand for re-election shall be the same deadline for applications from non-incumbent candidates, as set by the Selection Committee.</p> <p><b>9. Applicants Not Selected for the Board Slate</b> All candidates who are not selected to be put forward for election will be notified in a timely manner. This includes those individuals interviewed by the Board and those who were not selected for an interview.</p> <p>Applicants not put forward by the Board may have their name added to the list of approved candidates (i.e. the ballot) if they provide, in writing, the support of at least 10 other members at least 48 hours in advance of the election. Such written evidence of support must be submitted to the Secretary of the Board, or their delegate.</p> <p>This provision does not apply in circumstances where the Board appoints a Board Director to fill a mid-term vacancy. However, this provision would apply if the Board chooses to hold a virtual election to fill a midterm vacancy.</p> <p><b>10. Election Process</b> The Board shall determine the method for election at a Membership Meeting, which shall be disclosed in the notice provided to members prior to a Membership Meeting at which Board Directors are to be elected.</p> <p><b>11. Board Term</b> As per <a href="#">By-Law No. 1</a>, Board Directors elected at a Membership Meeting (i.e. Annual General Meeting or Special General Meeting) are elected for a full term of office. Any midterm vacancies filled by Board appointment or by a virtual election serve an interim term, with the term ending at the next Annual General Meeting.</p>
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