

ST. JEROME'S
UNIVERSITY



Recruitment & Appointment/Reappointment of a Board of Governors Member

Board of Governors Manual
Approving Authority: Board of Governors
Established: February 6, 2014
Date of Last Review/Revision: June 2, 2016

Policy Statement

St. Jerome's University is committed to a fair, equitable and consistent recruitment, appointment and reappointment process. St. Jerome's University is committed to appointing the most qualified candidate.

Scope

This policy and its associated procedures apply to the recruitment and selection process for all Board of Governors members at large, whether they are new or reappointed members.

Requirements

All new or reappointed members are approved by the Board of Governors, having determined, in consultation with the Governance Committee that there is a need for the appointment.

Appendix A Supplementary Information

1. Determining the Need to Appoint

When the Governance Committee is considering the need for a new or reappointed Board member at large, a review of the Board's governance needs is required.

2. Approval

The Governance Committee will define the scope, accountabilities, knowledge, skills and experience required for a vacant position.

3. Recruitment and Selection

The Governance Committee will prepare a complete description to reflect the Board's governance needs. It will create an advertisement, select advertising venues appropriate to the position being advertised, identify the timeline for posting, and post accordingly. Media normally includes the University of Waterloo, St. Jerome's University and Diocese of Hamilton websites, and may include additional websites, newspapers or professional publications.

The Governance Committee will review and screen all applications as they relate to the requirements of the position as outlined in the advertisement. From these qualified applicants, The Governance Committee will create a short list of suitable candidates for interviews. Interviews will be conducted by the Governance Committee and the Board Chair. In keeping with the *Accessibility for Ontarians with Disabilities Act* and *Human Rights Code*, St. Jerome's University will accommodate potential Board members. Once interviews are completed, references will be checked for those applicants selected for interviews.

The Governance Committee is responsible for determining which candidate is the best all-round fit for the position, taking into consideration all factors of knowledge, skills, experience and competencies and personal attributes that support the work of the Board and the mission of the University. The Governance Committee will make a recommendation to the Board for approval of the candidates to be considered for invitation to join the Board. The names and resumes of recommended candidates will be included as part of the information brought forward to the Board, normally at the April meeting.

4. Appointment Process

The Chair of the Board will notify the candidate of the Board's decision in a timely manner. If the Board approved the candidate, the Board Chair will also discuss possible dates for the candidate to join the Board. In the case of the Board not approving the candidate, the Board Chair will inform the candidate in writing of the Board's decision.

New Board members will participate in Board orientation to introduce them to the roles and responsibilities of the Board and the mission of the University. Normally, Board orientation is attended prior to the first Board meeting.

5. New Board Member Declaration

New Board members will be asked to sign a Declaration in accordance with the *St. Jerome's University Act, 2000, S.O., 2000, c. Pr34*, confirming their eligibility to serve on the Board of Governors (see Appendix B).

6. Reappointment Process

When a Board member is in the final year of their three-year term, the Board Chair will meet with the member in September to determine their interest in continuing to serve. The Board Chair will also discuss with the Governance Committee all concluding appointments to determine the Board's interest in continuing the relationship. If the member and the Governance Committee both wish the individual's membership to continue for another three-year term, the recommendation will be brought to the Board for approval. If either party wishes to conclude the appointment, the member will conclude their appointment at the completion of their current term. Any member intending to retire from the Board or who becomes ineligible for Board service as a governor should notify the Chair of the Board and the Secretary of the Board in writing or by email.

Appendix B

**St. Jerome's University
Board of Governors
Member Declaration**

Having been appointed to serve as a member of the St. Jerome's University Board of Governors on _____, and having read and understood the Membership Policy and the Roles and (dd/mm/yy)

Responsibilities of a Board of Governors Member,

In accordance with the *St. Jerome's University Act, 2000, S.O., 2000, c. Pr34,*

I, _____, do solemnly and sincerely declare that:
(full name)

I am a Canadian citizen;

I am not an undischarged bankrupt; and

I agree to support the Mission and objects of St. Jerome's University as shown below.

Signed _____

Witness _____

Date _____

Date _____

Mission

St. Jerome's University is a public Roman Catholic university federated with the University of Waterloo and historically associated with the educational vision of the Congregation of the Resurrection. We are committed to learning and academic excellence; the gospel values of love, truth, and justice; and the formation of leaders for the service of the community and the Church. In all of our activities and practices, St. Jerome's University functions within the context of the Roman Catholic tradition and the principles of academic freedom.

The objects of the University are,

- (a) to advance learning and disseminate knowledge in a manner consistent with Roman Catholic tradition and the honest pursuit of wisdom and understanding; and
- (b) to encourage the intellectual, spiritual, social, moral and personal development of the members of the University community and the betterment of society consistent with the ideals of the contemporary Roman Catholic Church.