



**FOOD FOR LIFE CANADA INC.**

<b>POLICY CATEGORY</b>	GOVERNANCE
<b>POLICY NUMBER</b>	4
<b>TITLE OF POLICY</b>	BOARD COMPOSITION AND SUCCESSION
<b>APPROVED BY</b>	BOARD
<b>DATE OF APPROVAL</b>	12.12.07
<b>REVISION DATE</b>	<b>08.11 10</b>

**Board Size and Composition**

Maximum Board size is twelve members.

The Board composition reflects gender balance and balance in geographic representation from those communities in Halton Region where Food For Life is active: Oakville, Burlington, Milton and Georgetown.

**Qualifications for Board Membership**

Collectively, Board members have skill/experience in:

- Human Resources Management
- Media Relations
- Fund raising
- Risk management
- Insurance
- Legal
- Supply chain management
- Marketing
- Accounting and finance
- Delivery of health and social services in Halton Region

Board members also work as volunteers in Food For Life.

In addition to the two criteria on skills/experience and willingness to contribute volunteer hours, there are four other criteria:

3. Legitimacy – being recognized by others as consequential, due to significant position or visibility or record of achievement;
4. Referent power – having key relationships or connections to other individuals or organizations. In their communities, Board members have relationships with a wide variety of people and are able to draw on these personal resources on behalf of Food For Life as the need arises;
5. Personal – relating to an individual’s character, conduct, and motives. These include personal giving history and volunteer commitment;
6. Expertise – having special skill or knowledge, e.g. prior board experience, leadership capability, or business management savvy; a track record of “getting the job done.”

### **Board Member Selection Process**

The Board chairperson will review applications from BoardMatch and will approach potential candidates, when the Board needs to fill gaps, based upon a search profile as determined by the Board.

The Board chairperson will conduct an initial interview. If the candidate fits the search profile, the candidate will be asked to choose a volunteer role, e.g. Cobs pick-up or volunteer driver.

A second Board member designated by the Board Chairperson will conduct an interview, to confirm fit with search profile and to confirm candidate’s willingness to meet Board member role expectations.

Following a positive second interview, reference checks will be done, after which a motion to approve Board appointment will be presented at a Board Meeting. (Appointment of the Board Chairperson and Treasurer also require a police check.)

### **Board Executive Positions**

At the Annual General Meeting, the outgoing Board Executives will propose a slate of officers for the following 12 months. These are: Chairperson, Vice-Chairperson, Secretary and Treasurer.

It is expected that the Vice-chairperson will become the Chairperson when a vacancy occurs.