



## **BOARD ELIGIBILITY AND DETERMINATION POLICY BOARD DEVELOPMENT AND RECRUITMENT PROCESS**

### **DEFINITION**

1. Nominations Committee: a committee appointed by the Board of Directors of Swim Alberta who will be responsible to solicit nominations with the skills and characteristics defined in this policy for the election of the Directors of Large and may nominate additional candidates for the election of Directors at Large.

### **PURPOSE**

2. Candidates for positions on the Board of Swim Alberta are qualified and skilled persons capable of, and committed to, providing effective leadership and governance to Swim Alberta.
3. The Nomination Committee is responsible for conducting a recruitment process that seeks out qualified and skilled persons and promotes an interest in seeking a nomination. The Nominations Committee makes best efforts that no candidate gains office by acclamation.

### **SCOPE AND APPLICATION**

4. This policy applies to all individuals interested in being a director of Swim Alberta.

### **Nominations Committee**

5. The Swim Alberta Board will appoint a Nominations Committee comprised of at least 3 individuals who are not a current member of the Swim Alberta Board, but who have a strong understanding of the operations of Swim Alberta, its vision, mandate and strategic plan and whom have previous experience on either a board or in human resource recruitment. Appointments of Nominations Committee members is not appealable.
6. The Nominations Committee is responsible for screening potential board candidates for suitability any candidacy for election for the Board of Directors, as outlined in the Swim Alberta Bylaws and according to this policy and identified process. Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership and governance of Swim Alberta.

### **ELIGIBILITY OF CANDIDATES:**

7. 18 years or older, who has the power under the law to contract.
8. A resident of Alberta.
9. Meet the Qualifications and Core Competencies as outlined:
  - a) Previous board experience
  - b) Clear understanding of the role of governance vs operational aspects of the organization
  - c) Strong understanding of the sport system – including an understanding of the sport of swimming and the work that takes place at the provincial level
  - d) Strong communication skills – ability to share ideas and influence others
  - e) Visionary – able to see Swim Alberta in broad terms as part of the sport sector
  - f) Strategic – able to contribute to the development and execution of Swim Alberta’s strategic plan
  - g) Specific skills as identified through the nomination process below.

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APPROVED: MARCH 18<sup>TH</sup>

BOARD OF DIRECTORS OF SWIM ALBERTA

10. Candidates selected to the Swim Alberta Board cannot hold a position, board or staff, with an affiliated member organization. Successful candidates have 30 days to resign their current position from an affiliated organization.

**BOARD DEVELOPMENT AND RECRUITMENT PROCESS:**

11. The following process will be utilized to identify candidates for the Swim Alberta Board:

Process	Timeline Targets
<p>Current Assessment of Board Skills and determination of who is continuing on the board            Board Self Evaluation to allow individual board members to reflect on their effectiveness.  <i>Tools used:</i>            1. Board Skill Matrix            2. Board "Self" Evaluation Tool  <i>Responsibility:</i> President and Executive Director  <i>Who:</i> All Board Members to participate</p>	3 – 4 months out from AGM
<p>Identification of Skills Required on the Board            Identification of potential people  <i>Tools used:</i>            1. Analysis of the Matrix Tool            2. Knowledge of who is continuing on the board  <i>Responsibility:</i> Nominations Committee to meet and review the matrix and make recommendations on "skills" required on the board based on gaps identified and strategic initiatives/directions identified by the board.</p>	2- 3 months out from the AGM
<p>Meeting with Prospective Board Members  <i>Tools used:</i> Overview of Organization to ensure standard information from all committee members is shared to prospects  <i>Responsibility:</i> Nominations Committee</p>	5 months to 2 months out from the AGM
<p>Interviewing and Screening Interested Candidates  <i>Tools used:</i>            1. Board Screening Questionnaire (Screening Policy)            2. Standard Interview Questions            3. Declaration of Conflict of Interests (policy and form)  <i>Responsibility:</i> Nominations Committee with support from Executive Director</p>	2 months to 1 month out from the AGM
<p>Decision to put forward candidate(s) at the AGM  <i>Tools used:</i> Interviews for skill assessment; screening questionnaire analysis; conflict of interest declaration  <i>Responsibility:</i> Nominations Committee, shared with the board for information.</p>	1 month out from the AGM
<p>Orientation of New Members to the Board  <i>Tools used:</i> Board Orientation Manual  <i>Responsibility:</i> Board Development Committee to develop  <i>Who:</i> Executive Director and President</p>	Prior to first board meeting after the AGM.

**INTERPRETATION**

12. In the event that this Policy conflicts with or contradicts the Bylaws of Swim Alberta, the Bylaws shall take precedence.