

## BRIEFING NOTE

**TO:** Council

**FROM:** Executive Committee

**DATE:** May 28, 2018.

**SUBJECT:** Appointed Member Selection Process Review

**PURPOSE:** Refine appointed member selection process.

**Background:**

Council at the December 2017 meeting expressed a desire to revisit the Appointed Member Selection Process. This was assigned to the Executive Committee to bring back to Council with options to consider.

Currently the Appointed Member process involves the following steps:

1. The Call for applicants is posted to the website and sent out by email to the membership in the Fall.
2. All candidates' resumes and cover letters are reviewed by the Executive Committee.
3. Candidates are asked to fill out behavior based case study questions.
4. Executive discusses how many appointed members are potentially required for the following year to determine total number of candidates required.
5. Candidates are interviewed by the Executive Committee via telephone.
6. The Executive Committee reviews the candidates resumes, behavior based case study answers and interview results to rank and select final applicants.
7. The Executive Committee recommendation for the proposed Appointed Members slate are brought to Council for approval.

**For Consideration:**

To address this issue four options are outlined below.

Option	Details	Pros/ Cons
<b>Option 1: Council receives all information and is involved in the interview process.</b>	This process would need to take place in Camera.	<p>Pros:</p> <ul style="list-style-type: none"> <li>• Transparent/Inclusive Process (from Council's point of view)</li> </ul> <p>Cons:</p>

		<ul style="list-style-type: none"> <li>• Cumbersome, time consuming and expensive as council would have to devote a full day to this process.</li> <li>• Increased possibility of conflict of interest.</li> <li>• Greater potential for breach of confidentiality.</li> <li>• Potentially difficult to schedule.</li> <li>• Overwhelming for candidates to have a panel of 15 interviewers.</li> </ul>
<b>Option 2: Council reviews resumes in advance of Interviews by Executive Committee and narrows down the Candidates.</b>	<p>Call for applications would take place in the summer with resumes being sent to council for review in early September.</p> <p>After reviewing the resumes Council would need to meet at the October council meeting to narrow the candidates so that Executive could interview them in November.</p> <p>Council could meet in December to finalize the candidates.</p>	<p>Cons:</p> <ul style="list-style-type: none"> <li>• Cumbersome, time consuming process.</li> <li>• In order for this to work the call for Appointed member applicants would have to be moved to summer. This creates a 6 month interview process as opposed to fragmented approach with council directing part of the process and Executive directing some of the process.</li> <li>• Increased possibility of conflict of interest.</li> <li>• Greater potential for breach of confidentiality.</li> <li>• All discussions at the Council table regarding candidates would have to be in camera.</li> </ul> <p>Pros:</p> <ul style="list-style-type: none"> <li>• Council is more involved in the process.</li> <li>• Council sees all resumes received.</li> </ul>
<b>Option 3: Executive Committee is the defacto selection committee.</b>	<p>Executive is responsible for screening and selection. Council is informed of the decision but is not being asked to approve the candidates.</p>	<p>Pros:</p> <ul style="list-style-type: none"> <li>• The process is very efficient.</li> <li>• Does not require any increased time lines.</li> </ul>

		<ul style="list-style-type: none"> <li>• Less likely to have a privacy breach.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>• Requires that council trust The Executive Committee's judgement</li> </ul>
<b>Option 4: List of finalists and a short bio.</b>	Aside from a final list of candidates, a short bio is given to Council as background information on the candidate.	<p>Pros:</p> <ul style="list-style-type: none"> <li>• Balances efficiency and transparency.</li> <li>• Council can better understand the rationale as supporting information is provided.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>• Slightly more time consuming at the December Council meeting.</li> </ul> <p>Discussion with Council would be in camera to protect privacy.</p>

#### **EXECUTIVE RECOMMENDATIONS:**

The Executive Committee recommends Option 4.

#### **ACTION REQUIRED:**

Council to confirm a revised Appointed Member Selection Process.