POLICY # BOARD-01 RECRUITMENT AND ELECTION OF DIRECTORS

1. Authority

1.1. The Bylaws of the ADR Institute of Saskatchewan Inc. (ADRSK) regarding the Board of Directors state as follows:

> **PART 1 – BOARD OF DIRECTORS**
>
> **Composition**
> 2. (1) There shall be a Board of Directors of the ADR Institute of Saskatchewan elected by the membership from members of the ADR Institute of Saskatchewan.
>
> (2) The Board shall consist of at least three but not more than ten persons as may be determined from time to time by the membership.
>
> (3) The term of office of each position of director shall be such term as is determined by membership but the terms shall, as far as possible, provide for membership on the Board on a rotating basis so that not all directors are required to be elected each year.
>
> (4) On expiry of term of office, a director may be re-elected for one or more subsequent terms of office.

2. Nomination Committee

2.1. The Board of Directors of ADRSK have established a Nomination Committee, currently consisting of the President and Vice President of the Board, with power to add an additional Committee member, who may either be a member of the Board or a member at large of ADR Saskatchewan.

2.2. The purpose of the Nomination Committee is to seek out new candidates to sit on the Board as well as to confirm continuation or renewal of existing board members.

2.3. The Nomination Committee will review all applications for election to the Board and may on their own initiative seek out suitable candidates.

2.4. The Nomination Committee will interview candidates who wish to be elected to the Board and will make recommendations to the members of ADRSK for election to the Board at the annual general meeting (AGM).

3. Nomination Process

3.1. Candidates for Nomination to the Board must complete and deliver an application (found at https://www.adrsaskatchewan.ca/ADRSK/Adrsaskatchewan/Default.aspx) in the format as indicated in Appendix "A".

3.2. Applications must be delivered no later than sixty (60) days before the annual general meeting.

3.3. Candidates will be interviewed by the Nomination Committee for suitability and thereafter submit recommendations to the membership in the form of a slate of candidates.

4. Candidate Qualifications and Skills

4.1. The Nomination Committee shall seek candidates that have the following skills:

4.1.1. Mediation

4.1.2. Arbitration

4.1.3. Accounting

4.1.4. Legal

4.1.5. Communications, marketing, event planning, fund raising

4.1.6. Board governance

4.1.7. Strategic planning

4.1.8. Government legislation and regulatory regimes

4.1.9. Business

4.1.10. Human resources

APPENDIX "A"

ADR INSTITUTE OF SASKATCHEWAN BOARD OF DIRECTORS APPLICATION FORM

*" * " Indicates required fields*

PERSONAL INFORMATION

Name*:

_____

Address*:
Street Address:

_____

Address Line 2:

_____

City*:

_____

Postal Code*:

_____

Email*:

_____

Phone Number*:

_____

EMPOYMENT INFORMATION

Organization*:

_____

Position Held*:

_____

Work Phone Number*:

_____

Work Email*:

_____

BOARD INFORMATION

Position Applied For*:

☐ President
☐ Vice President
☐ Member-at-Large

Please tell us about yourself and the reasons for wanting to serve on the ADR Institute of Saskatchewan Board of Directors. *

_____
_____
_____
_____
_____
_____

SKILLS INVENTORY

Skills & expertise you are willing to contribute with. *:

☐ Human Resources
☐ Accounting
☐ Legal
☐ Communications/Marketing/Event Planning/Fundraising
☐ Board governance knowledge/experience
☐ Strategic planning, policy development, risk assessment, monitoring and evaluation
☐ Government legislation and regulatory regimes
☐ Business/Investment/Corporate expertise
☐ Real estate/property management expertise
☐ Understanding of clients served by the organization
☐ Other

Please provide examples of these skills*:

_____
_____
_____
_____
_____
_____
_____
_____