

# Clearwater Community Forest Corporation: Policy

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<b>Policy Title:</b>	<b>Director Selection</b>
<b>Policy Number:</b>	<b>2012-1</b>
<b>Date Approved:</b>	<b>Feb 9 2012: Revised Jan 2013</b>

**PURPOSE:** To establish a policy governing the appointment of directors to the Board of Wells Gray Community Forest Corporation (WGCFC).

**POLICY:**

WHEREAS Wells Gray Community Forest Corporation (WGCFC) was established to give residents of the Wells Gray Country and District of Clearwater (WGC / DOC) an opportunity to manage a portion of the region's forest and non-forest resources for the benefit of the WGC/DOC as a whole.

AND WHEREAS the Wells Gray Community Forest 2010 Society (The Society), while the *de facto* sole shareholder, recognizes it has a long-standing fiduciary responsibility to ensure the WGCFC operates in a manner consistent with this purpose.

THEREFORE be it resolved that "The Society", in open meeting assembled, reaffirms the right of all WGC/DOC residents to have input into the management of the WGCFC, either directly or through individuals selected to represent their interests, and establishes the following policy governing the appointment of directors to the Board of the WGCFC.

## **SECTION 1 – CALL TO APPLICATIONS**

### **1.1 Invitation to Apply**

1.1.1 At least two months prior to the Corporation year end (Oct 31) or prior to a specified date for director selection set by the Board of the WGCFC, the WGCFC Board shall place an advertisement in at least two consecutive issues of a print publication serving the WGC/DOC inviting eligible candidates (as defined in Section 2 of this policy) to apply for appointment to the Board of directors of the WGCFC. This advertisement will clearly state the qualifications of the individual being sought to fill the vacant Board director position.

1.1.2 At the same time, the Board of the Community Forest shall ask the Office of the Simpcw First Nation to confirm their representative to the Board of directors.

- 1.1.3 The Board shall set a deadline for applications and nominations that is no less than three weeks prior to the date specified in Section 1.1.1.

## **SECTION 2 – ELIGIBILITY**

### **2.1 DEFINITION OF ELIGIBILITY**

- 2.1.1 For the purposes of this policy, eligible candidates for the Board of directors of the WGCFC must:
  - 2.1.1.1 Be a resident of the WGC/DOC for a period of not less than 3 years.
  - 2.1.1.2 Be qualified as required by the *Business Corporations Act* to become, act, or continue to act as a director; and
  - 2.1.1.3 Have submitted to the Board of WGCFC prior to the deadline outlined in Section 1.1.3 a completed Application for Appointment – Board of Directors (see Appendix “A”).

## **SECTION 3 – EVALUATION OF APPLICATIONS**

### **3.1 Evaluation Criteria**

- 3.1.1 The Board of the WGCFC will appoint from among Board members a 3 person Selection Committee. This Committee will receive the Application(s) for Appointment – Board of Directors form, confirm the applicant meets the qualification specifications as identified in the advertisement, score the applications using the Application to Become a Director Score Sheet, contact the references, interview the applicants, finalize the score, rank the applicants and recommend those who best meet the criteria to the Board. The Board will vote on the recommendation from the Selection Committee. The Board will then forward its recommendation to the Society.
- 3.1.2 All Applications for Appointment received up to and including the application deadline will be made available to the Society.
- 3.1.3 The Society may review the applications and the Board’s recommendations and rationale.
- 3.1.4 The Society may conduct interviews to confirm their final selection for appointment.

### **3.2 Evaluation Response**

- 3.2.1 The Society shall inform the Board of its decision in writing. Then the chair of the Selection Committee will inform the chosen applicant(s). If the Society selection differs from the Board’s

recommendations further discussion is required between the WGCFC Board and the Trustees of the society to reach consensus.

#### **SECTION 4 – DISPOSITION OF APPLICATIONS**

##### **4.1 Consideration of Society's Recommendations**

Upon confirmation of the Society selection, the chair of the Selection Committee shall notify the successful applicant of their appointment to the Board of directors of WGCFC.

##### **4.2 Response to Applicants**

The Selection Committee shall respond to all applications in writing stating the Society's final selection. Whenever possible, responses will be delivered in a timely fashion.