

Policy Title: Board Member Selection Process
Policy Approver: Board of Governors
Policy Holder: Board of Governors
Category: Board Policy
Original Date: June 2014
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Next Review: June 2020

Policy Statement

The Board of Governors utilizes a strategic process for recommending candidates to the Minister of Education for appointment to the Yukon University Board.

Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 2nd day of February, 2018.

Chair, Board of Governors

Date

1. The Board of Governors strategic process ensures that:
 - 1.1 All members of the Board have the requisite competencies as outlined in Policy BOG-02 Board Member Responsibilities to carry out their duties as Board members including the ability to participate fully in Board meetings and activities as well as other University activities.
 - 1.2 Board members are able to assist the University in achieving its mission throughout effective policy governance, strategic leadership and visioning.
 - 1.3 The Board as a whole reflects to a reasonable extent the diversity of the community served by the University and the programs/courses offered.
 - 1.4 Board members demonstrate an entrepreneurial attitude toward challenges and opportunities and strong and visible commitment to Yukon University.

2. The Board (collectively) and individual Board members should:
 - 2.1 Demonstrate (including but not limited to):
 - strong commitment to and interest in Yukon University
 - comfort/ability in working with a policy governance model
 - integrity and accountability
 - adaptability
 - sound judgment and problem solving
 - strong interpersonal skills
 - effective communication
 - courage of convictions
 - impact and influence
 - creativity
 - passion for learning
 - commitment and availability
 - independence and impartiality
 - awareness of northern and cultural values

 - 2.2. Reflect the diversity of the community (including, but not limited to):
 - gender
 - culture

- ethnicity
- age
- place of residence
- occupation and expertise
- community interests and affiliations

3. The Board will identify a list of potential candidates for vacant member positions.
4. There will be an official process identified that the Board will use to attract potential candidates. This process will be reviewed and approved annually in consultation with the Minister of Education.

The Board of Governors of Yukon University believes that Board effectiveness begins with the diversity of skills and the personal commitment of Board members. The role of the Board in this pro-active approach is to identify candidates for public board members whose resources and backgrounds enhance the Board's ability to carry out its mandate to the greatest extent possible. The Board must work with the Minister of Education to ensure a strong, cohesive and effective Board of Governors at Yukon University. Although the Minister may take into account the Board's recommendations, the final decision on appointment rests with the Executive Council of Yukon Government.

Scope and Limitations of President

Not applicable.

Information and Monitoring Requirements

Not applicable.

Yukon University – Board of Governors Appointment Process**Members at Large:**

- Upon vacancy or anticipated vacancy, the University will notify the Minister with a copy to the Deputy Minister Education (preferably 6 months in advance) identifying the preferred skills based on our Board skills matrix
- Department of Education will advertise for the position through ECO advertisement process
- Applications and resumes will be forwarded to the University for collection and compilation
- Once deadline is passed, University will put a package together for the Minister including a briefing note and all applications and resumes received
- The board is welcome to write a letter of recommendation/nomination supporting an applicant
- Package is sent to Boards & Committees (B&C) Advisor to review with the Minister
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval
- Appointment becomes official when the Order In Council (OIC) is signed by the Commissioner (usually same day as Cabinet approval)
- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

Community Campus Representatives (3 year term):

- Upon vacancy or anticipated vacancy, the University will notify the Minister with a copy to the Deputy Minister Education
- The University works with the Campus Committees to advertise the vacancy to their Committee members identifying the preferred skills based on the Board skills matrix
- A recommendation is sent by letter from the University to B&C Advisor to review with the Minister
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval
- Appointment becomes official when the OIC is signed by the Commissioner (usually same day as Cabinet approval)

- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

First Nation Representatives (3 year term):

- Upon vacancy or anticipated vacancy, the University will notify the Minister with a copy to the Deputy Minister Education
- The University works with CYFN to solicit a nomination. CYFN advertises the vacancy
- CYFN submits their choice to the University who in turn submits the recommendation to B&C Advisor to review with Minister
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval
- Appointment becomes official when the OIC is signed by the Commissioner (usually same day as Cabinet approval)
- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

Staff Representative (3 year term):

- Upon vacancy, or anticipated vacancy, the University works with the Staff Union to advertise to all staff and solicit a nomination. The Union conducts an election and recommends a nominee
- A recommendation is sent by letter from the University to B&C Advisor to review with Minister
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval
- Appointment becomes official when the OIC is signed by the Commissioner (usually same day as Cabinet approval)
- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

Student Representative (1, 2, or 3 years depending on student's program):

- Upon vacancy, or anticipated vacancy, the University works with the Yukon University Student Union (YUKONUSU) to advertise to all students and solicit a nomination. The YUKONUSU conducts an election and recommends a nominee

- A recommendation is sent by letter to B&C Advisor to review with Minister
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval
- Appointment becomes official when the OIC is signed by the Commissioner (usually same day as Cabinet approval)
- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

