



Policy Name: Board Director and Committee Member Recruitment	Policy Number: BD017
Original Date of Approval: December 2020	Policy Type: Board
Last Revision Date:	Review Cycle: 3 Years
Date of Last Review:	

1.0 Purpose:

In building a strong and respected organization that is relevant to the screen media industries, it is imperative a knowledgeable, engaged and inspired Board of Directors be in place to effectively lead the ESIO.

2.0 Policy:

The ESIO Board shall have a proactive recruitment process to appoint Board Directors and Committee Members (non-Board members) within the framework and limits set by the ESIO by-laws and policies. Rigour will be applied in the appointment, as well as the re-appointment, which may include an assessment.

The Governance Committee shall be responsible for the recruitment process of the Board Directors. Directors will be initially appointed for a term up to three (3) years and may be re-appointed with the approval of the Board.

In collaboration with other Committees, the Governance Committee shall be responsible for the recruitment process of the Committee Members.

3.0 Eligibility:

The Governance Committee proactively identifies potential Board Directors and Committee Members by considering the skills required to fulfil the Board’s strategic and stewardship obligations, and by regularly monitoring the terms of Board Directors and Committee Members. While the Board will give priority to recruitment of specific skill sets, expertise and experience at a given time, the following criteria will be considered in selecting Board Directors and Committee Members:

- Values consistent with those of the ESIO;

- Ability and willingness to devote sufficient time and energy necessary to effectively perform the duties;
- Demonstrated integrity, high ethical standards and respect of privacy and confidentiality;
- Visibility/credibility in the Edmonton Metro region and who are perceived as community leaders who will inspire support and generate confidence in governance;
- Ability to recognize and assess business risks and strategic opportunities;
- Ability to distinguish between Board, Committee and Management roles;
- Confirmed to have no conflict of interest.

Individuals being considered to serve on the Board or one of the Committees must:

- Be at least eighteen (18) years of age or older, and
- Not be a current or former employee of the ESIO unless a minimum of two (2) years have passed since the last day of employment.

4.0 Procedure

Upon identifying the need for new Board Director(s) and/or Committee Member(s), the Governance Committee will:

- Report the requirement for recruitment to the Board of Directors, including the recommended size of the Board.
- Determine the skill or competency gap(s) to form the basis for recruitment;
- Encourage Board Directors and/or Committee Members to identify potential candidates through their various contacts;
- Lead the identification and vetting of suitable candidates, developing a short-list of potential Board Directors and/or Committee Members for recommendation to the Board.
