

Policy Title: Appointment of Officers	Policy Number: 011-JBG	Pages 2
Date: September 29 th 2022	Supersedes: March 28 2019	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (available on the Board portal) SJHS Policy: 2-SYS-MO (available through the office of the President & CEO SJHS)	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

To ensure there is a Nominating process for Officer Appointments to the JBG (and Boards of SJHH, SJVD and SJHC).

2.0 Policy Statement

The JBG is committed to succession planning for Officers of the JBG to ensure continuity and knowledge in the JBG leadership roles.

3.0 Procedure

- 3.1** The JBG Leadership is appointed by the JBG at the June Meeting of the JBG. These positions will include Chair, Vice-Chair and Treasurer of the JBG.
- Only voting Trustees of the JBG are eligible to be appointed as Chair, Vice-Chair or Treasurer of the JBG.
 - The Chair of the JBG shall hold office for a maximum of two (2) years or until a successor is appointed.
- 3.2** The Officers of the JBG will hold the positions of Officers of the Boards of SJHH, SJVD and SJHC.
- 3.3** The Governance Committee shall establish a Nominating Committee to appoint Trustees to member Boards as outlined in the member organization By-Laws.
- 3.4** The Nominating Committee, in fulfillment of its responsibility for the nomination process, will nominate a Chair, Vice-Chair and Treasurer of the JBG.
- 3.5** The Vice-Chair will typically be nominated as JBG Chair at the expiration of the term of the incumbent Chair. The Treasurer will typically be nominated as Vice-Chair at the

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expiration of the term of the incumbent Vice Chair. Special circumstances as determined by the Nominating Committee may require that someone other than the Vice-Chair succeed the incumbent Chair. Special circumstances as determined by the Nominating Committee may require that someone other than the Treasurer succeed the incumbent Vice-Chair.

- 3.6** Trustees who have chaired a JBG Committee will be eligible to be nominated as Officers of the Board. Special circumstances as determined by the Nominating Committee may require that other Trustees may be eligible for nomination to these positions.
- 3.7** Email correspondence and survey will be sent out from the Secretary of the JBG on behalf of the Nominating Committee at the start of the nominating process to elicit Board members' input on succession planning for Board leadership positions, as well as individual Board members' interest in serving for leadership positions. All responses will be anonymized (where possible), treated confidentially, and provided only to the Nominating Committee of the Board.
- 3.8** The following items will be considered when nominating Officers of the Board:
- Skill fit
 - Seniority on Board
 - Leadership experience
 - Match and fit with organizational Mission, Vision and Values
- 3.9** The Chair and/or Vice Chair of the JBG will reach out to members whose names were brought forward for leadership positions, to ascertain interest in serving in the suggested positions.
- 3.10** If for any reason a JBG Chair, Vice-Chair or Treasurer resigns or is otherwise unable to complete their full term, the Governance Committee through the Nominating Committee will recommend a replacement to the JBG within 30 days of receiving notice.

4.0 Policy History:

December 22nd 2015; September 27th 2018; March 28th 2019; September 29th 2022

5.0 Next Scheduled Review Date: September 2025