

BOARD MANUAL

SUBJECT: Board Officer Selection Process	NO.: 2-D-19
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: December 3, 2025

Purpose

It is in the interest of the hospital that there be succession planning and a smooth transition in the offices of the Chair and Vice Chair of the Board.

Policy

The incoming Chair shall:

- Be a current member of the Board of Directors;
- Be serving as Vice Chair until the commencement of their own term, when possible; and
- Be approved by the Board of Directors one year prior to the conclusion of the current Board Chair's term.

The incoming Vice Chair shall:

- Be a current member of the Board of Directors;
- Preferably have served as a member of the Resources or Quality Committee; and
- Preferably have served on the Board for at least 3 years.

Process

The Governance and Nominating Committee (GNC) shall undertake the Board Chair and Vice Chair selection process and shall recommend to the Board the preferred candidates for consideration.

Selection Criteria – Desirable Attributes

- Proven leadership skills
- Experience as a Chair of a Board committee;
- Good strategic and facilitation skills;
- Ability to influence and achieve consensus;
- Ability to act impartially and without bias and display tact and diplomacy;
- Effective communicator;
- Political acumen;
- Ability to devote the time to maintaining/building strong relationships between the corporation and its stakeholders;
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- Ability to establish trusted advisor relationships with the President and Chief Executive Officer (CEO), Chief of Staff (COS), Senior Executives of the hospital, and other Board members;
- Governance and board-level experience;
- Understanding and appreciation of quality, patient experience, quality improvement and patient safety; and
- Outstanding record of achievement in one or several areas of skills and experiences outlined in the skills matrix used to select Board members.

Selection Process

1. As part of the futures intentions survey, current Directors shall be asked (1) to self identify their interest to serve as an officer and (2) to suggest potential officers. The survey shall include the selection criteria noted in this policy to assist the Directors in completing the survey.
2. The CEO, with input from the Senior Executives and COS, shall provide suggestions on potential officers to the GNC.
3. The Board Chair will meet with each nominated candidate to ascertain interest.
4. The GNC shall receive and review the suggested candidates and shall establish a selection advisory team of at least 3 Directors selected by the GNC. If possible, in totality, the membership of the selection advisory team shall represent a cross section of Board committees.
5. The selection advisory team shall:
 - meet with each nominated candidate discuss the duties and role of the position;
 - review the results of the candidates' peer evaluations, and Committee Chair evaluations;
 - canvas Board members to obtain views on the perceived skills, strengths, and weaknesses of the candidates;
 - canvas the CEO, COS, and senior leadership team to obtain views on the perceived skills, strengths, and weaknesses of the candidates; and
 - prepare a recommendation of preferred officer candidates for consideration by the Board.
6. If the Chair of the GNC is a potential nominee, they shall not lead nor participate on the selection advisory team, and the process shall be led by the current Chair (only if the Chair is in their final year as Chair) or another Director, as selected by the GNC.

DEVELOPED: December 3, 2025		
REVISED/REVIEWED:		
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