

## **Kootenay Co-operative Radio Policy: Board Recruitment and Composition**

### **1.0 INTRODUCTION**

This policy outlines the criteria for identifying and recruiting new KCR Directors.

#### **1.1 Definitions**

<b>Board of Directors</b>	A group of 11 elected or appointed members who govern the cooperative. Interim board directors may be appointed if seats become vacant between annual general meetings; otherwise all board directors are elected by the membership.
<b>Director</b>	A person elected or appointed to the board.
<b>Prospective director</b>	A person who has been identified by the recruitment committee as potentially suitable to sit on the board, or who has expressed interest in sitting on the board.

#### **1.2 Related Policies and Procedures**

*Kootenay Co-op Radio Rules of the Co-operative  
Statement of Incorporators  
Co-op Principles and Values  
(all found in the KCR Board Manual)  
Board Recruitment and Composition Procedure*

### **2.0 Specifications**

Prospective directors must be:

- A resident in the current signal range or planned signal expansion range of the station.
- Aged eighteen or older. Younger board contributors are welcome, but the cooperative rules require that voting directors be 18 years or older.
- A member of the cooperative in good standing (annual dues paid).
- Willing to attend a board orientation session and/or review the contents of the board manual in detail so they are aware of relevant legal and mandatory responsibilities of a co-op Director.
- Prepared to uphold the rules, ethics, and values of the co-operative as stated in the Rules of the Co-operative, the Statement of Incorporators, Co-op Principles and Values, and other relevant cooperative documents.
- Willing to commit to making decisions using the consensus approach.

The recruitment committee will also seek directors who help the board meet the following criteria:

- gender balance when possible.
- wide representation of community opinion when possible.
- wide representation of social, economic, vocational, political and educational attributes when possible (this includes diversity in ethnic background, race, age, sexual orientation, income level, and other socio-economic factors)

Candidates with experience in radio programming, business, non-profit organizations or cooperatives, or with training or skills in particular areas (e.g. web development, radio technology, accounting, law, fundraising, promotions) may be preferred, depending on the skills needed to complement existing directors and help the cooperative move forward in ways deemed important by the board.

## **2.1 Procedural requirements**

Discussions at meetings of the board of directors of prospective directors before they have been elected shall be treated as “in camera” items.

Each board-driven committee shall have a coordinator and at least one additional member who is a director. These committees are:

- Personnel
- Finance
- Fundraising
- Policy
- Board recruitment

Other major committees must have at least one member who is a director and who acts as a board representative to provide reports to the board regarding the activities of the committee and represent the committee to the board, and also take comments or direction from the board to the committee. These committees are:

- Outreach
- Programming

## **Kootenay Co-operative Radio Procedure: Board Recruitment and Composition**

### **1.0 INTRODUCTION**

This policy outlines the process for identifying and recruiting new KCR Directors.

#### **1.1 Definitions**

<b>Board of Directors</b>	A group of 11 elected or appointed members who govern the cooperative.
<b>Director</b>	A person elected or appointed to the board. Directors must also be members of the cooperative in good standing (annual dues paid).
<b>Prospective director</b>	A person who has been identified by the recruitment committee as potentially suitable to sit on the board, or who has expressed interest in sitting on the board.
<b>Board recruitment committee</b>	A committee established annually in August to identify and communicate with prospective directors for the purpose of establishing enough candidates to hold an election at each Annual General Meeting. The committee is also established at other times of year as needed to replace departing directors and for filling board seats that are vacated between Annual General Meetings.

#### **1.2 Related Policies and Procedures**

*Board Recruitment and Composition Policy*  
*Kootenay Co-op Radio Rules of the Co-operative*  
*Statement of Incorporators*  
*Co-op Principles and Values*  
*(all found in the KCR Board Manual)*

### **2.0 Recruitment Process**

The board of directors will strike an ad hoc recruitment committee in August to begin recruiting prospective new directors who will stand for election at the Annual General Meeting. The committee will be struck sooner if a board seat has been vacated by the resignation of a director, so that the committee may find a replacement as soon as possible to fill the vacant seat.

Any cooperative member or director can submit names of prospective directors to the Recruitment Committee. That committee brings names to the Board for discussion.

At a regular monthly meeting, the Board may discuss these names and determine if there are reasons the Board feels it is not appropriate to discuss with each prospective director the possibility of standing for election to the board of directors; otherwise anyone named will be contacted.

The recruitment committee is responsible for contacting prospective directors to introduce the idea of becoming a director, ascertain their level of interest, and explain the duties and responsibilities of directors.

The recruitment committee will also ensure that opportunities are made available to prospective directors to experience a regular board meeting and learn about the cooperative and how the board functions. This may be accomplished through setting up an orientation session specifically for prospective directors, or by providing written board materials and following up with phone calls to discuss the content and answer questions. The method chosen will be dependent on the time available. The recruitment committee will strongly encourage prospective directors to participate as much as possible in opportunities provided so that they may gain an understanding of board functions and responsibilities and make themselves known to other members of the cooperative.

### **2.1 Procedure for Candidates for appointment to vacant seats**

Prospective directors who are candidates for appointment by the board to fill a vacant seat on the Board must attend at least one meeting of the Board as a non-voting observer, at the invitation of the recruitment committee. The recruitment committee is responsible for notifying the chairperson in advance so that the agenda includes an opportunity for the current directors and prospective director to introduce themselves.

The recruitment committee is also responsible for providing the prospective director with information about the board, the cooperative, and the responsibilities of a director, and for obtaining information about the experience and skills of each prospective director to aid the board in making a decision about whether to appoint them to the board.

The Board may then schedule an in-camera session to discuss whether to appoint a prospective director to fill a vacant seat. The recruitment committee is responsible for notifying the candidate of the outcome of the meeting, and if appointed, the candidate is made aware of any upcoming meetings, provided with board and office contact information and a board manual, and invited to participate as a director starting immediately.

### **2.2 Procedure for Candidates for election at an annual general meeting**

The same method applies as above, although the requirement for prospective members to attend a meeting prior to election is strongly recommended but not required. Since more time may be available prior to the election, the recruitment committee may choose to hold an orientation session for a group of prospective directors.

The recruitment committee will take responsibility for recruiting and contacting a wide variety of prospective directors in order to establish more interested candidates than seats available, thereby enabling an election at the Annual General Meeting. The committee will ask for input from the board in determining which training, skills, backgrounds, and areas of diversity or community representation are missing from amongst those directors returning to the board, and will actively seek prospective directors with these skills or characteristics who will contribute positively to the board.

Candidates should make every effort to attend the AGM and be present in person for the election. They will be asked to introduce themselves to the members present and provide some information about their skills, experience, interests, and reasons for standing for election. If they cannot attend in person, they should provide the recruitment committee with a written introduction that can be read on their behalf.