



## Authority Policy 1003

### Trustee Appointments

**Legal Reference:** Education Act Sections 219 and 228

**Effective Date:** May 2015

**Revisions:**

**Reviewed:**

#### 1. Preamble

1.1 Hospital Boards (School Authorities) provide educational programs for students with complex medical needs who are unable to attend regular school. These educational programs are located within Children's Treatment Centres (CTCs). A Hospital Board is established by Minister's Order. In doing so, the Minister may set out the composition of the board, i.e. how many trustees will sit on the board. The Minister may also set out the number of terms the trustee may be appointed or re-appointed. Members of the Hospital Board are appointed by Minister's letter.

1.2 The term of office for Hospital Board members is the same as all publicly elected school board trustees, i.e. 4 years beginning on the first day of December following the election. Any vacancies that occur during the 4 year period will result in a new appointment for the remainder of the term. There is no limit to the number of terms that trustees may be appointed unless the Order establishing the Hospital Board specifies one.

1.3 As per the Education Act, individuals who apply to become a trustee must be qualified as specified in sections 219 and 228.

#### 2. Composition

2.1 The Board is comprised of seven Trustees, appointed by the Minister of Education, for a term of four years. Appointments to the Board are based on recommendations submitted to the Minister by the Chair of the Board, acting on behalf of the Board. The Board should have representation with an emphasis on core competencies that would be beneficial to the Board.

## 2.2 Core competencies identified by KidsAbility for positions include:

- Experience in Special Education
- Legal and Regulatory Acumen
- Financial Acumen
- Experience in Health Care -Education
- Human Resources Acumen
- Consumer Experience -Anyone who has been a direct consumer of KidsAbility programs (family/friends consumers of the programing) -Those who have worked with the program (health care professionals, volunteers etc.)
- Communication/Community Relations

In addition, it is expected that the trustee would have the:

- Demonstrated ability to communicate effectively;
- Excellent analytical and problem-solving skills;
- Interpersonal skills to work effectively in a team; and a
- Commitment to the Board's vision and goals.

## 3. Appointment Process Guidelines

(See Appendix A - Hospital-based School Authority Appointment Process Guidelines)

### Stage 1: Recruitment

Trustee vacancies should be advertised by the Board of Trustees through various avenues such as the School Authority website and local newspapers to reach a broad pool of potential candidates. In addition, candidates may be approached directly by a Board member if they are deemed to have one or more of the core competencies required for the position.

The core competencies should be included in the advertising. Candidates will be required to submit a resume outlining their qualifications, experiences and skill sets that would be beneficial to the Board.

### Stage 2: Interviewing

The Board of Trustees should conduct formal interviews in order to select potential candidates. The Hiring Committee should be comprised of three individuals selected by the School Authority Board. These individuals should be committed to public education and knowledgeable about KidsAbility School Authority, (e.g. non returning School Authority Board Member, School Council member). Ideally it should be chaired by an individual with Human Resources acumen.

The School Authority Board should also select the Chair of the Hiring Committee who will convey the recommendations of this committee to the MOE.

### **Stage 3: Recommendation of Candidates**

Candidates will be recommended based on their ratings of the core competencies that are required by the Board.

Candidates will be notified by the Chair of the Hiring Committee if they are successful/not successful in continuing with the appointment process.

Successful candidates will be sent a written explanation on how to continue with the application process to the Ministry of Education.

Candidates that are recommended by the Interview Team, must submit an application to the Public Appointments Secretariat (PAS). Each candidate is also required to complete an application and a Personal and Conflict of Interest Disclosure Statement (PCOID).

### **Stage 4: Minister's Appointment**

The Chair of the Board of Trustees will send a Recommendation package to the Minister for approval. The Recommendation package includes the following:

- Resume of each recommended candidate
- Written recommendation by the Board Chair
- Reason for vacancy

### **Stage 5: Final Steps**

The Public Appointments Secretariat (PAS) will send the PAS Application and the Personal and Conflict of Interest Disclosure Statement (PCOID) to the Minister of Education, through the Deputy Minister's Office. The Ministry will contact the Board of Trustees notifying them of the appointment(s). The appointments will be confirmed by letter signed by the Minister.

## **4. Reappointment Process**

4.1 Any incumbent being considered for re-appointment to the Board of Trustees cannot participate on the Hiring Committee that is making the decision related to the re-appointment.

4.2 The Chair of the Board will send a letter of recommendation along with an updated resume and letter from the incumbent confirming their willingness to serve.

4.3 If the Board Chair appointment is coming to an end and the Board has recommended re-appointment, the Board Chair will provide a written confirmation to the Minister indicating his/her willingness to serve.

4.4 Re-appointments do not have to apply through PAS again.