

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Board Appointments to External Organizations</i>			POLICY NO:	XX.XX
				CROSS REF.:	
EFFECTIVE DATE:		APPROVED BY:	Board	Page: 1 of 2	

PURPOSE

To support the Regional District of Nanaimo (RDN) Board's objective of being an effective and efficient governing body and to provide consistency regarding external appointments of Board members, Board appointments to external organizations will be based on the following principles:

POLICY

External Appointment

1. (a) A written request must be provided to the Board by the external organization. The following criteria must be met:
 - (i) Clear expectations of the Board Member must be articulated;
 - (ii) The organization must be in compliance with RDN Board bylaws and policies;
 - (iii) Membership must be relevant to the Board's Strategic Plan and strategic objectives; and
 - (iv) It must, in the opinion of the Board, add value to the external organization.
- (b) External organization appointments are normally on an annual basis.

Terms of Reference

2. In the case of an external organization appointment, the external organization's terms of reference may be received and accepted by the Board prior to the appointment. Other supporting documentation, such as incorporation documents, may also be requested.

Reporting Expectations of Appointed Board Members

3. (a) The appointed Board Member must provide all minutes of external organization meetings to which the Board appoints a representative to the Corporate Officer.
- (b) The appointed Board Member will provide written updates to the Corporate Officer for distribution to the Board.
- (c) Any recommendations requiring action or approval for action by the Board must first be considered by the Board.

Staffing

4. The Chief Administrative Officer may assign a staff person to act as a key contact between the RDN and any external organizations to which the Board has appointed a representative.

Role of Board Representative

5. (a) The Chair of the Board shall recommend the representative of the Board to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;
- (b) The Board's representative will be expected to always reflect a regional perspective on all issues before an external organization to which that Director has been appointed;
- (c) On any policy issues wherein a Board policy has not been articulated, or a change has been requested, the Board's representative will report back to the Board and request direction;
- (d) The Board's representative will be expected to function within the policies and resolutions of the Board.

Role of External Organization Chair if RDN Board Decision is Requested

6. The external organization shall provide a request in writing supported by a resolution to seek support from the RDN Board on any items requiring Board decisions.

Legal Requirements

7. All activities of the Board shall be established and operate in compliance with all applicable legislation including the *Local Government Act*.