

## Attachment 2

### Key Components - SaskTel Centre Board Member Recruitment Strategy

#### Responsibilities of the SaskTel Centre Board

- Develop a Board Member Skills Competencies Matrix, the purpose of which is to identify the skills inventory of Board Members required to ensure the long term success of the facility and to track the skill sets and retirement dates of existing members;
- Establish a Governance Committee responsible to:
  - manage succession planning by reviewing and assessing, on an annual basis, the Board Member Skills Competencies Matrix and identify gaps to be created by upcoming vacancies;
  - provide information to the City Clerk's Office regarding the skills and expertise required of applicants seeking to fill upcoming vacancies;
  - direct advertising for vacancies;
  - in collaboration with the CEO, evaluate candidates based on consideration of a Board Applicant Skills Assessment Questionnaire, candidate interviews and Board Member reference checks.
- Vet candidates as identified by the Governance Committee and forward recommendations for appointment to *in camera* Governance & Priorities Committee (GPC).

#### Responsibilities of the City Clerk's Office

- Monitor the appointment process to ensure all appointments are made using an open, transparent and consistent process;
- Advertise vacancies, highlighting the skills and expertise required by the Board;
- Collect and forward applications to the SaskTel Centre Board;
- Act as a liaison between City Council, the SaskTel Centre Board and applicants, including writing to all applicants, both successful and unsuccessful to advise of the decision and provide successful applicants with copies of Policy C01-003 and the Code of Conduct for Board Members.

#### Responsibilities of the Governance and Priorities Committee

- Appoint Board Members.

#### Recommended Modifications to SaskTel Centre's Board Member Recruitment Process

- Clearly identify City Council as opposed to GPC as having authority to make appointments;
- Require two to three recommendations to GPC for consideration along with a package of recruitment information;
- Provide the opportunity for GPC to review all applications along with the Board's appointment recommendations and reasons for those recommendations.