Board Leadership Policy

Policy Number: G-08.03.00	Next Review Date: 2031
Approved by: NSRDDA Board	Approval Date: February 8, 2026

1. Purpose

The NSRDDA by-laws (Articles 8-12) provide that the officers of the Board are the Chair, Vice-Chair, Treasurer and Secretary. This policy sets out the process for the selection, roles, responsibilities, and terms of office for the officers of the Board. It also affirms the Board's commitment to inclusive leadership and good governance, including the integration of equity, diversity, inclusion, reconciliation, and accessibility (EDIRA) principles.

The Board's effectiveness is significantly impacted by the quality of leadership provided by its officers. These are important roles and that require experience, judgment and specific skills. The nomination of officers should therefore follow a thoughtful and fair process.

2. Scope

This policy applies to the NSRDDA Board.

3. Principles

The following principles will guide the nomination and election of Board officers:

- **Leadership Integrity and Accountability**: Officers are expected to demonstrate high ethical standards, integrity, and accountability in all leadership responsibilities and decision-making.
- **Competency-Based Selection**: The nomination and appointment of Board officers should reflect the Board's competency matrix, ensuring that those selected possess the necessary leadership, governance, and subject-matter expertise.
- **Inclusivity and Representation**: The process should promote diversity in leadership by encouraging nominations from individuals who bring varied life experiences and perspectives, particularly those that reflect the communities served by the NSRDDA.
- **Transparency and Fairness**: All officer selection and election processes will be transparent and will be conducted in a fair and unbiased manner, with clear criteria and documentation of decisions.
- **Term Limits and Renewal Practices**: Officer terms will be limited to foster leadership renewal and succession while allowing for continuity where appropriate.
- **Cultural Responsiveness**: Board leadership should be attuned to cultural and historical contexts and promote culturally safe governance practices.

4. Policy Statement

(a) General

Officers of the Board shall be nominated and elected through a fair, transparent, and competency-informed process aligned with the Board's bylaws and guided by the NSRDDA's commitment to diversity and inclusion.

Except for the Treasurer – who may be reappointed for up to two additional terms at the Board's discretion – officers serve a two-year term, renewable once unless otherwise limited by the bylaws or by Board decision. Terms run from January 1 of one year through December 31 of the following year. If a vacancy occurs mid-term, the individual elected to fill the position will serve only the remainder of the departing officer's term. That individual may then be elected to a full two-year term, renewable once, at the Board's discretion through the normal election process.

For clarity, the Vice-Chair does not automatically succeed into the office of the Chair. They are considered for nomination to the Chair's position in the same way that all Board members are considered when a vacancy arises.

(b) Responsibilities

The Governance and Human Resources Committee (GHR Committee) will establish a sub-group from among its members to carry out the work necessary to bring forward nominations to the Board for elections to the offices of Chair, Vice-Chair, Secretary or Treasurer. The members of this sub-group will consist of the Board Chair whose term is about to expire and two other members of the Governance and Human Resources Committee who are not personally interested in being nominated to any of the offices being filled. The departing Board Chair will chair the sub-group.

(c) Nominations Process

Towards the end of the terms of the various officers (ideally, in early May of the year preceding the expiry of the terms in January), or when unanticipated vacancies arise in any office, the Governance and Human Resources Committee will strike a nominations sub-group as described above.

The nominations sub-group will:

a) Review the position description for each office to be filled.
b) Identify the desired skills, experience and attributes required for each office.
c) Share a written summary of the responsibilities and important skills, experience and attributes for the relevant offices with all Board members (ideally at the May meeting).
d) Invite Board members (a) who are interested in being considered to express interest, or (b) to make suggestions to the nominations sub-group regarding which Board members would be good candidates for consideration.

e) Consider the input received from other Board members and then carry out its own deliberations to develop a ranked short-list of candidates that the sub-group is prepared to support for possible nomination to the various offices.
f) Determine how best to confidentially explore the preferred candidates' willingness to stand for nomination; if the preferred candidate for each office accepts the nomination, their name will be brought forward as the sub-group's nominee to the Board. If the preferred candidate for each office declines the nomination, the sub-group's designate will move down the ranked list of candidates to confidentially explore interest in the nomination until such time as a candidate agrees to stand for election.
g) Bring a nominee forward to the full Board for each of the offices to be filled.

(d) Election Process

The election of officers will normally occur at the September meeting of the Board with terms of such elected officers to begin on January 1 of the following year. The current officers remain in place until the end of the calendar year. The Board Chair whose term will expire will chair the election process. The election will begin with the report from the nominations sub-group. For each office in turn, the Chair will then make three calls for nominations "from the floor." If no more than one candidate is nominated for each office, the person nominated shall be declared elected. If more than one candidate is nominated for an office, there will be a secret ballot vote, and the votes will be scrutinized by a person(s) designated by the Board and then destroyed. Only the outcome of the vote will be shared with the Board.

5. Monitoring and Policy Review

The Chair of the GHR Committee will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

6. Accountability

The Chair of the GHR Committee and the Board Chair are accountable for ensuring compliance with this policy.