

# **CRIME PREVENTION OTTAWA BOARD OF DIRECTORS APPOINTMENT POLICY**

## **POLICY STATEMENT**

The Appointment Policy for the Crime Prevention Ottawa Board of Directors is a policy regarding the recruitment and selection process for the general representatives on the Board of Directors. Institutional members are part of the Board by reason of office.

## **POLICY REQUIREMENTS**

### **1. QUALIFICATION OF MEMBERS**

- 1.1 All members of the Board of Directors must be residents of the City of Ottawa, with the exception of those whom City Council deems eligible because of their significant contribution to the community.
- 1.2 All members must be at least 18 years of age.
- 1.3 All members must have a genuine interest in the vision and mission of the organization and agree to act in the best interest of the organization.
- 1.4 All members must have the potential to contribute to the effectiveness of Crime Prevention Ottawa.

### **2. TERM OF OFFICE**

- 2.1 Members of the Board of Directors are appointed for a period of up to 4 years with a possibility of being renewed once.
- 2.2 Applicants are required to sit out one recruitment cycle after serving two consecutive terms, before being eligible for reappointment.
- 2.3 Those members who wish to be reappointed to an additional term must reapply and go through the approved selection process.

### **3. COMPOSITION**

- 3.1 The membership of Crime Prevention Ottawa Board of Directors will reflect the following criteria:



**Selection Criteria for Crime Prevention  
Ottawa Board Members**

Qualities	Indicators
Supports the Values and Mission of the Organization	<ul style="list-style-type: none"> <li>• Demonstrated support of activities that further the mission</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Positive and constructive</li> <li>• Able to work as part of a team</li> <li>• Future oriented</li> <li>• Willing to be involved in training and development</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Able to devote adequate time and energy</li> </ul>
Area of Interest	<ul style="list-style-type: none"> <li>• Academics</li> <li>• Child Welfare</li> <li>• City</li> <li>• Community (e.g: Neighbourhood Associations)</li> <li>• Community Service Providers (e.g. Addiction Services, Housing, Recreation, Violence against Women, Youth Services)</li> <li>• Corporate/Business</li> <li>• Education</li> <li>• Funding</li> <li>• Planning</li> <li>• Police</li> <li>• Policy</li> <li>• Senior levels of Government</li> <li>• United Way</li> <li>• Other</li> </ul>
Demographic Representation	<ul style="list-style-type: none"> <li>• Aboriginal peoples</li> <li>• Ethnocultural</li> <li>• French/English</li> <li>• Gender</li> <li>• Rural-suburb-urban</li> <li>• Youth and Seniors</li> </ul>

3.2 There will be 5 general representatives on the Board of Directors.

3.3 Up to four representatives of the community as appointed by Council. These representatives will include a selection from: business, community associations, community service providers.

3.4 At least one academic or researcher with expertise on matters related to community safety as appointed by Council

#### 4. RECRUITMENT

- 4.1 Recruitment for the Board of Directors will take place as vacancies arise but no more than once a year.
- 4.2 The principles of equity and accommodation for all candidates shall be adopted and implemented through consistent practice and use of the selection criteria, and interviewing procedures using the same questions and same evaluation criteria for all candidates.
- 4.3 Members of the Board of Directors shall be recruited as individual members. .
- 4.4. The recruitment and selection process for the Board of Directors will include advertisements for interested applicants placed by in the daily and/or weekly community newspapers as well as on the CPO's website. Advertisements will also be distributed throughout Client Service Centres, libraries and City facilities. In addition, Crime Prevention Ottawa's contacts will be targeted to receive information and Board members will be encouraged to do outreach.
- 4.5 The advertisements may include the following information:
  - a. Function or brief mandate statement of the Board of Directors;
  - b. Frequency and time of meetings and where possible any other expectations for participation of members;
  - c. Anticipated time commitment;
  - d. A request that the applicant provide a one page letter outlining how their qualifications, specific skills, interests and background are relevant to the Board . Applications will be submitted by electronic mail. Applications by regular mail, hand written or typed, will also be accepted.
- 4.6 Applications
  - a. All applications must be limited to one page and may outline how the applicant's qualifications, specific skills, interests and background are relevant to the Board .
  - b. All applications will be sent to the CPO office to be processed.
  - c. All applications will be acknowledged by the CPO.
  - d. An initial screening of applications will be conducted. Only those meeting the age and residency qualifications will be brought forward to the next stage.

#### 4.7 Selection

- a. The Board of Directors will appoint a Nominations Committee of a maximum of four people including up to three continuing or retiring members of the Board and one member of the Community Forum to review applications and make recommendations to the Board.
- b. The Executive Director will provide assistance to the Selection Panel.
- c. The Nominations Committee shall meet to determine selection criteria based on the specific expertise and representation needed by the Board of Directors.
- d. The Nominations Committee shall recommend appointments to the Board of Directors at a closed meeting and the Board shall finalize endorsements.
- e. The Board shall recommend these appointments to City Council.
- f. CPO staff shall advise all applicants of the status of their applications.

#### REFERENCES

Crime Prevention Ottawa Terms of Reference

Crime Prevention Ottawa Rules of Order for the Board of Directors

Crime Prevention Ottawa Community Forum Appointment Policy