



Board of Director Succession Planning, Nominating and Orientation Programs

The Board of Directors will undertake structured programs to support succession planning and the nominating of new Board members, and the orientation of new Board members to fulfill their role on the Board of Directors of Milton Magic FC.

Board Member Succession Planning and Nominating Process

The Board of Directors will undertake the following steps to support its Board member succession planning and nominating processes:

- Annually, the Board will, based on an agenda item at a regular Board Meeting, identify the skill sets required to support the Board's works over both the shorter and longer terms related to following points:
 - Anticipated retirements from the Board as per term limits.
 - Projects, changes or other initiatives that may require new / different or continuing skill sets on the Board.
- Current Board members will, where feasible, provide a minimum of six months notice to the Executive Board or designate of their intent to retire from the Board if leaving for reasons other than term limits.
- An inventory of skill set requirements will be prepared by the Board's Governance Committee, to support both Board succession and nominating initiatives, along with meeting By-Laws requirements and other criteria. The skills identified do not need to be the sole determinant of a Board of Director member's candidacy.
- The Board will source potential Board nominees by soliciting candidate names from current and past Board members, members, parents of participants, other agencies and partners, community leaders, websites, and other sources, including public requests as appropriate based on the skills inventory, community cultural diversity, the By-law, and other criteria.
- The Nominating Committee will meet with / interview perspective candidates to discern their interests, commitment and availability; as well as share pertinent information and answer questions the perspective and candidates may have.
- In support of recruiting Board candidates, the Board of Directors will have a document prepared and updated annually that will identify the following:
 - The meeting dates and number of Board meetings per year
 - Committee and related responsibilities
 - Special annual sessions, such as strategic planning, etc., and evaluation requirements.



- Other commitment requirements of a Board of Director member, along with other clearly stated expectations.

New Board Members Orientation Process and Eligibility Form Signing

The Executive Board of Directors, supported by the Director of Operations will undertake a comprehensive orientation of new Board members to support them in fulfilling their roles and commitment as a Board member of Milton Magic FC based on the following activities:

Undertake an orientation program through the Executive Board of Director or designate and the Director of Operations that includes review of the following:

- Milton Magic FC By-law;
- Strategic Plan, including the Vision, Mission and Principles;
- Audited Financial Statements;
- Current year budget and financials on a year to date basis;
- Board Governance Policy;
- Board Policies;
- Key measures and statistics on organizational programs, services, performance and other elements;
- Organizational chart;
- The annual meeting schedule for the Board and any committees
- Signed Conflict of Interest, Confidentiality, Code of Conduct;
- Other appropriate materials

The Executive Board of Directors will provide a new member Board orientation session, at which existing Board members can attend, if they wish, that will undertake the following:

- Review the core commitments and responsibilities of the Board of Directors
- Review of the documentation provided, including a review of organization structure, services and financials.
- Board meeting procedures and expectations to review and prepare for Board meetings.
- Outline the Governance Model and Board Policies.
- Answer questions of clarification, etc.
- Identify committee memberships and operations.
- Have Board members sign a Conflict of Interest Policy form.
- Undertake other tasks as appropriate.