



## LAC LA BICHE COUNTY PROCEDURE

TITLE: COMMITTEE MEMBER SELECTION

POLICY NO: CS-11-011

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE:

### DEFINITIONS:

“Members-at-Large” are residents of Lac La Biche County, who are selected by County Council to serve as voting members on County boards and committees, in accordance with the board or committee Bylaw.

“Organizational Representatives” are individuals who represent community organizations and serve as voting members on County boards and committees, in accordance with the board or committee bylaw. Organizational representatives do not necessarily need to be residents of Lac La Biche County.

### PROCEDURE:

1. Member-at-Large Selection:
  - i. In January of each year Administration will commence the annual recruitment campaign for upcoming Member-at-Large vacancies on County Boards and Committees. The annual recruitment campaign shall be for no less than two weeks.
  - ii. If vacancies remain throughout the year, Administration will continue advertising for members-at-large on an as needed basis.
  - iii. The recruitment efforts shall be conducted in a manner that generates the greatest response from the public and should include, but is not limited to: the County website, County newsletters, County utility bills, County facilities, local print media and local radio media.
  - iv. All advertising efforts shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration, and the appropriate Administrative contact information.
  - v. In addition to Clauses 1(i.) 1(ii.) and 1(iii.), Administration shall invite, in writing, those departing members-at-large that are eligible for reappointment, to reapply to serve on County boards and committees. Applicants that are reapplying to serve on a County board or committee shall submit all applicable documents in accordance with this policy.
  - vi. All applicants will be required to submit a cover letter, resume and completed questionnaire as outlined in attached Schedule “A”.

- vii. Applications will be accepted throughout the year and will be retained by Administration for one (1) year. If vacancies occur throughout the year, they may be filled from the applications on file, or by advertising.
- viii. Acknowledging that vacancies may remain throughout the year and that applications are received on a continual basis, Administration will bring forward for Council's consideration member-at-large appointments as applications are submitted. Notwithstanding, Administration will make every attempt to avoid presenting individual applications for Council's consideration, and rather may wait to receive additional applications to ensure that all interested applicants are considered for appointment.
- ix. In considering applicants, Council will focus on each individual's past history as outlined in their cover letter, resume and questionnaire. Familiarity with the work of the board or committee, experience serving on boards or committees and education will be considered by Council.
- x. In the case of the Agricultural Service Board and the FCSS Advisory Board, any applications received will first go to the respective Board to make a recommendation to Council.
- xi. Members-at-Large will be selected by Council, as outline in the County's Meeting Procedure bylaw.
- xii. Administration will advise all applicants, in writing, of Council's decision.

2. Organizational Representative Selection:

- i. As required by the board or committee bylaw, Administration will invite, in writing, the identified community organization to select a representative from its membership, administration or volunteer sector to serve as an organizational representative on the County board or committee.
  - ii. The request for membership shall indicate the nature of the board or committee, the number of vacancies, the term of appointment, the eligible remuneration, the appropriate Administrative contact information, and that a written response to the request is required.
  - iii. Upon receipt of a response from the community organization, Administration will bring forward the appointment(s) for Council's consideration.
  - iv. Administration will advise the community organization, and selected organizational representative, of Council's decision.
3. Unless otherwise stated in the board or committee bylaw, all members-at-large and organizational representatives shall be of the full age of 18 years.
4. All appointments of members-at-large and organizational representatives are at the discretion of Council, and shall be in accordance with the board or committee bylaw.

\_\_\_\_\_  
 "Original Signed"  
 Chief Administrative Officer

\_\_\_\_\_  
 "September 12, 2012"  
 Date

## SCHEDULE "A" QUESTIONNAIRE

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1. Do you have any previous board experience? Please elaborate.
2. What is it about the \_\_\_\_\_ (name of board or committee) that interests you?
3. How will Lac La Biche County benefit from your participation on the board/committee?
4. What special skills or knowledge would you bring to the Board?
5. Are there any professional or personal constraints to your time that could interfere with serving on the board/committee?
6. Describe your understanding of the purpose and function of the board/committee and how it operates.
7. Are you a resident of Lac La Biche County and, if so, for how long have you been a resident?
8. What is it that would make for a satisfying board/committee experience for you? What are you hoping to get out of the experience of being on this board/committee?
9. Do you foresee any limitations to you being on this board/committee in terms of personal interests that could conflict? If so, please explain.
10. This board/committee provides a small honorarium and mileage compensation for your service. As such, it is essentially a volunteer appointment. What motivates you as a volunteer?
11. (If applicable). There are other boards/committees to which we are seeking representation for. It/they are: \_\_\_\_\_. Would this be of interest to you?
12. (If applicable). We note that you have applied to serve on more than one board/committee. If you were to choose your appointment, which would you choose and why?