



## **Board member policy**

Thank you for your interest in joining the board of the Kiyooka Land Trust Foundation.

Individuals must be members in good standing of KLTF in order to be eligible for board membership. Members must uphold KLTF's constitution and comply with KLTF's bylaws.

Board members are elected at the annual general meeting for the term of one year.

At any time, the board may appoint eligible individuals to fill vacancies on the board of directors, until the end of the current term. According to our by-laws, the board must have no fewer than five (5) and no more than eleven (11) directors.

### **Transparency:**

This policy will be posted on the KLTF website.

### **Recruitment:**

Three months prior to the Annual General Meeting, current board members shall indicate whether they are willing to stand for election for another term. At that time, the board shall also review the needs of the board for the coming year in terms of skills, expertise, connections, and so on. Based on this review, the board shall recruit new board members in the three months leading up to the AGM.

Recruiting often begins with informal conversation about KLTF, or inviting individuals to KLTF events.

### **Ongoing recruitment:**

KLTF shall promote general membership and volunteering, including by serving on the board, at all KLTF events and on its website.

### **Application Process/Expression of Interest:**

One month prior to the AGM, potential board members will submit a board member application form. Short profiles, excerpted from the application, will be made available as part of the AGM materials.

At any time, interested individuals may request a board member application from a current board member.

Potential board members will have an informal conversation with two members of the board (preferably members without a previous affiliation), to determine mutual suitability. Depending on the circumstances, this may happen before or after completing the board application.

**Post-Election On-Boarding:**

At the first board meeting after election/appointment, the new board member(s) will be introduced to the other board members and oriented to the board.

- They will be given access to the KLTF shared drive.
- They will be given an opportunity to ask any questions about KLTF (e.g., its history, constitution, bylaws, policy documents, and any current strategic plan).
- They will receive a short verbal summary of the things the board is currently dealing with.

Continuing board members will make every effort to explain existing board culture and use accessible language that avoids jargon or assumes prior knowledge.

Newly elected/appointed board members will sign a statement that they have reviewed and support the KLTF constitution, bylaws, policy documents, and any current strategic plan.

If you would like to apply to be a board member, please [contact us](#) to speak with one of our members.