

Appendix D – Revised Board & Committee Appointment Policy Objectives

Policy Objective	Current Guidelines	Proposed Policy	Explanation
Increase the pool of applicants for some boards and committees, including representation by youth and non-Markham residents.	Members must be 18 years of age, reside within Markham or own property in Markham.	Members must be 18 years of age, reside within Markham or own property in Markham. Allows for youth and non-Markham residents where required.	Currently, non-resident applicants with special expertise or experience and youth may be excluded. Where required, residency and age requirements may be waived.
Capture diversity information on a voluntary basis.	No current practice.	Diversity information will be identified at different stages of the recruitment process to measure the diversity of the applicants and to help identify barriers to volunteering.	Collecting diversity information on a voluntary basis will help lead to broader representation and perspectives on boards and committees.
Expand existing recruitment efforts.	Notices placed on Town's website, local newspapers. Occasionally, Maytree Foundation approached to support recruitment efforts.	In addition to existing practices, notices to be placed in libraries and community centres. Explore partnerships with Information Markham (which operates Volunteer Markham), Maytree Foundation and community organizations in support of recruitment efforts. Regular recruitment information sessions encouraged to foster interest in volunteer opportunities.	Some boards and committees may require specific recruitment tactics, depending on the nature of the vacancy. Partnerships with key organizations will help to further the reach of recruitment efforts, including outreach to diverse communities. Opportunities to apply to board and committee vacancies online will be explored. A recruitment tactics plan will help to organize and support recruitment

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Expand existing recruitment efforts. (Cont'd)		<p>Allows for recruitment by invitation, through a recruitment agency or other organization, where specialized skills are required.</p> <p>Specific recruitment strategies for each type of board or committee will be developed over time.</p>	efforts in a more coordinated manner.
Provide for greater consistency and an opportunity to foster professionalism in the screening of applicants.	<p>Currently, interviews are conducted by Councillors appointed to the board or committee.</p> <p>Limited staff support or direction is provided to the interview panel, with limited input on process improvements.</p>	<p>Striking Committee with two Councillors (and any appointed to the board or committee for the purpose of interviews) with the mandate of conducting interviews, as well as providing input on improvements to the recruitment, selection and orientation process, including diversity considerations.</p> <p>Striking Committee will be provided with enhanced support from staff in the form of applicant screening, interview questions and process improvement recommendations.</p>	<p>Striking Committee provides for an opportunity to foster a more professional interview experience through:</p> <ul style="list-style-type: none"> - Consistent Striking Committee membership; - Consistent interview questions; - Scored/measured approach to applicant evaluation; and, - Enhanced staff support. <p>As well, Striking Committee provides a forum for discussion on improvements planned for the recruitment, selection and orientation process.</p>
Provides greater volunteer flexibility for those who require a leave of absence.	Currently appointees resign or miss a number of meetings if they are unable to fulfill their appointment.	Appointees will have the option to take a leave of absence, if required. The vacancy may be filled during their absence.	Leave of absence provision better reflects current volunteer needs.

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Specifically require orientation and training of new members.	Currently, minimal orientation and training is provided.	An orientation package will be developed for new appointees and whenever possible, boards and committees will provide for a formal orientation session.	<p>Orientation and training an essential part of a volunteer management program.</p> <p>Orientation and training program to be expanded over time.</p>
Provides opportunity to obtain feedback when a Member resigns, or completes their term.	Currently, no formal feedback mechanism in practice.	Adds an optional exit interview (which can be conducted in person or via a questionnaire),	Feedback allows for improvements to be made to the board or committee mandate, operations and on the volunteer experience generally.