



January 21, 2011

To: All Board Chairs  
British Columbia Public Post Secondary Education Institutions

**RE: Amendments to the Board Appointments Process**

The Board Resourcing and Development Office (BRDO) provides guidelines for the appointment and reappointment of public members to British Columbia's agencies, boards and commissions. BRDO has recently modified its appointment process in order to streamline the flow of information and enhance communications concerning appointments.

A flow chart outlining BRDO appointment timelines is attached. Please note the following changes to the board appointments process and associated documentation which are to be implemented immediately:

- **Reminder of Expiry** – Reminders of Expiry will be distributed to Board Chairs at least eight months in advance of a term expiry or upcoming vacancy, allowing a longer period of time for consultations on the appointment;
- **Request for Appointment Forms** – The Request for Appointment (RFA) has been reduced to a one page checklist. Rather than preparing a detailed RFA, the Board Chair will be provided with an RFA Checklist to complete;
- **Notice of Position** – The Notice of Position document will be provided to Board Chairs with only the requirement to review and edit as necessary;
- **Candidate Profile and Declaration Forms** – As an alternative to obtaining completed Candidate Profiles for a number of possible candidates, Board Chairs may submit short biographies or resumes for discussion on potential candidates upon submission of the RFA Checklist. Please note that once a candidate shortlist has been established, candidates will be required to complete and submit to BRDO a Candidate Profile and Declaration form.

Our office would like to request that Board Chairs contact us as soon as possible upon receipt of the Reminder of Expiry from the responsible Ministry in order to commence the consultation process.

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**Ministry of Finance**

Board Resourcing and Development Office  
Suite 920, 360 West Georgia St  
Vancouver BC V6B 6B2

Telephone: 250.775.1668  
Facsimile: 250.775.0158

Our shared goal is to find efficiencies in the appointments process and reduce the administrative burden for Board Chairs and post-secondary institutions.

Thank you in advance for your continued support of the board appointments process.

Sincerely,

A handwritten signature in cursive script that reads "Ann Wicks".

Ann Wicks, Managing Director  
Board Resourcing and Development Office

Attachments: BRDO Appointment Timeline Flowchart  
Request for Appointment Checklist  
Notice of Position  
Performance Appraisal Template

## BOARD RESOURCING AND DEVELOPMENT OFFICE APPOINTMENT TIMELINE FLOWCHART

