

RETIRING BOARD MEMBERS IDENTIFIED

The initial report to the Minister, setting out the appointment process [see “Ministerial Agreement to Commence Process”], will have a detailed review of the individual positions under consideration. There should also be an initial assessment of the position of each incumbent board member and an indication of whether that member should be reappointed for a further term.

In a number of cases, it will be clear that an incumbent board member should retire at the end of his/her term. In other cases, it may be less clear, and may depend on the candidates available to replace the incumbent, the entity’s strategic direction and the wishes of the Minister.

The appropriate time to advise retiring candidates that their term is coming to an end will need to be determined on a case-by-case basis. Frequently Ministers will run a full consultation process before making a final decision on whether or not to reappoint the incumbent.

As this is an open process, all board members whose boards have positions under consideration should be notified in advance, by the Chair and/or COMU, that an appointment process is being commenced. They should also be reminded about the “blanket” nature of the process, and that decisions on whether to reappoint or replace incumbent members have not yet been made.

It is critical that a process is in place to advise directors of their impending retirement at the earliest possible time. This ensures that they are able to plan for any changes to their activities and are treated with dignity. It also assists the entity to plan for any transition and any farewell functions.