

OFC Board Director Recruitment & Onboarding Policy

1. Purpose

To ensure a transparent, fair, and consistent process for identifying, assessing, and onboarding candidates to the OFC Board of Directors.

2. Scope

This policy applies to the identification of Board vacancies, the call for candidates, the review of expressions of interest, interim appointments between Annual General Meetings (AGMs), and elections conducted at the AGM, in accordance with the OFC Bylaws.

3. Definitions

- **AGM:** Annual General Meeting of the Club.
- **Board:** The OFC Board of Directors.
- **Director:** A person elected or appointed to the Board in accordance with the OFC Bylaws.
- **Member in Good Standing:** A member who meets eligibility requirements under the OFC Bylaws (including any dues/standing requirements, as applicable).

4. Policy

The Board will use the process below to recruit, review, and onboard candidates in a manner that is transparent, fair, and aligned with the best interests of the Club.

4.1 Identification of Vacancies

- The Board will determine vacancies in advance of the AGM and/or as they arise.
- The Board may seek candidates to fill specific skill and/or experience gaps.

4.2 Call for Candidates

- Board opportunities will be publicly communicated through Club channels (e.g., website, email, social media).
- Communications will include, at minimum: available position(s) and general expectations/time commitment.

4.3 Expression of Interest

- Interested individuals will submit a brief expression of interest outlining their background/relevant experience and their interest in contributing to OFC.
- All candidates must be Members in Good Standing and meet membership eligibility requirements under the OFC Bylaws.

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4.4 Review Process

- The Board will review all expressions of interest received by the stated deadline.
- Consideration may include: skills and experience, alignment with Club needs, and demonstrated ability to contribute effectively.
- Interviews may also be requested at the Board's discretion.
- All expressions of interest received will be responded to in writing following the review process.

4.5 Appointment (Between AGMs)

- Where vacancies exist, the Board may appoint Director(s) by majority vote, in accordance with the OFC Bylaws.
- Appointed Director(s) will serve until the next AGM or as otherwise defined in the Bylaws.

4.6 Elections (AGM)

- Directors are elected by the membership at the AGM in accordance with the OFC Bylaws.

5. Guiding Principles

- Transparency and openness
- Fair and equitable consideration
- Alignment with the best interests of the Club

6. Timing (Pre-AGM Guideline)

- Post opportunities: minimum 2–3 weeks prior to the AGM
- Collect expressions of interest: up to 1 week prior to the AGM
- Review candidates: prior to the AGM

7. Roles and Responsibilities

- **Board of Directors:** Identify vacancies, communicate opportunities, review candidates, and (where applicable) appoint directors between AGMs.
- **President/Designate:** Ensure the process is followed and agenda items are brought forward for Board motions and AGM elections.
- **Members:** Submit expressions of interest, nominate eligible candidates (including from the floor at the AGM), and vote at the AGM.

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8. Effective Date and Review

Effective date: May 13th 2026

Review cycle: This policy will be reviewed at least every two (2) years, or sooner if the OFC Bylaws or governance needs change.