



### Director Selection Process Time Frame

1. During the final year of the Director's term on the LFCDG Board, the Incumbent Director will inform the Province/MD that a new Director will need to be recommended to the Governance and Nominating Committee (G&NC) of LFCDG by the end of April.
2. Province /MD will notify **all Lions** in their Province or MD that a new Director is being sought. The nominee must be a Canadian Lion in good standing, living in the Province/ MD that they will represent
3. Lions Foundation of Canada Dog Guides (G &NC) will provide the Province/MD with the Director Job Description including a detailed outline of the time commitment expected, the Board Skills Self-Assessment questionnaire, Confidentiality Agreement, Conflict of Interest Policy, Harassment Policy, the LFCDG Strategic Plan, LFCDG Mission Statement, and a link to the LFCDG website.
4. Province /MD should provide an open and transparent selection process which should include a written resume and an interview panel. One of the members of the interview panel should be the Incumbent Director
5. Once the candidate has been selected, the Province /MD will submit to the G&NC Committee the resume and self- assessment along with the Agreement to accept the nomination to LFCDG Board, not later than the end of April in the year in which a new Provincial Director is needed. G&NC will provide an update to the Board prior to the June meeting.
6. The candidate will be informed that their name will be included on the slate of board members to be elected by the Membership of LFCDG at the Annual General Meeting in October.
7. The candidate will be invited to the District Governor Elect visitation at the Foundation in June prior to election to the Board in October.
8. At the June meeting, the Director Elect will be required to sign the Confidentiality Agreement and the Conflict-of-Interest Form. Background documents will also be shared with the Director Elect as part of the orientation process.
9. Following the June meeting, the incumbent Director will start mentoring the Director Elect and the Director Elect will be invited to attend the virtual Board meetings as an Observer.

#### Support Documents needed:

LFCDG Director Job Description  
 Board Skills Self- Assessment  
 Confidentiality Agreement  
 Conflict of Interest Policy  
 Harassment Policy  
 LFCDG Strategic Plan

LFCDG Mission Statement