



## **St'át'imc Education Institute**

### **Board of Directors Appointment Process**

#### **1.0 Introduction**

In 2021 the Lillooet Tribal Council (LTC) Chiefs approved the creation of the St'át'imc Education Institute (SEI) as a corporation under the BC Corporations Act for the purposes of providing various post-secondary education programs.

The Board of Directors of SEI is comprised of five directors, one of whom is the sitting Chair of the LTC Council of Chiefs. The other four directors are appointed by resolution by the LTC Chiefs based on the following set of skills and qualifications the shareholders perceive as important to the governance of the corporation.

#### **2.0 Competency/Skills Profile**

SEI directors will be appointed based on the ability to demonstrate the skills & competencies listed in Diagram #1 below. The overriding principle is selection based on merit as defined by these skills and competencies. Each candidate must demonstrate how they can use these skills and competencies to benefit the SEI.

#### **Diagram #1 – Skills and Competencies**

Basic Criteria	1. Communication - good interpersonal communications skills and computer skills
	2. Understanding and support for the mission, values, and goals of the SEI
	3. Teamwork - ability to work as a team in a constructive and positive fashion
	4. Commitment - able to devote adequate time (minimum 5-10 hours per month) and energy to the governance of SEI.
	5. Results-based – Demonstrates good organizational skills and a focus on future-oriented governance.
	6. Leadership - a history of taking on a high level of responsibility and completing achievements that reflect high standards and integrity.
	7. Demonstrated analytical problem solving and decision-making
	8. Financial competency to understand and assess complex budgets.
	9. Good knowledge of St'át'imc culture and nation-rebuilding issues
	10. Integrity - has a track record of ethical behavior and trustworthiness
	11. Understanding of and adherence to all SEI governance policies and procedures
	12. No conflict(s) of interest with SEI governance responsibilities
	13. Of St'át'imc ancestry and a member of one of the five St'át'imc LTC communities



### 3.0 Appointment Process

1. The Shareholders are targeting May 20, 2022 to have the initial board of directors appointed.
2. The Shareholders have struck a Board Selection Committee to lead the nomination and selection of potential directors.
3. Persons interested in being a director on the SEI board may be nominated, including a self-nomination. The deadline for nominations is April 29, 2022 @ 4:00 pm
4. Each nominee is responsible to provide their supporting documentation (e.g resumes and cover letter) to the Selection Committee by the April 29, 2022 deadline.
5. After the April 29, 2022 deadline, the Selection Committee will create a short-list of candidates by using the list of skills and competencies described in Diagram #1.
6. The Selection Committee will interview the short-list of candidates using the attached screening instrument to evaluate how well each nominee demonstrates they have the skills and competencies sought.
7. Out of these interviews, the Selection Committee will create a list of a minimum of four candidates to recommend to the Shareholders as a whole.
8. Prior to the May 20, 2022 target date, the Shareholders will consider the recommendations and appoint four candidates to become directors.
9. The Shareholders may choose to appoint some directors to staggered terms, so as to promote continuity in the future.
10. The successful directors will receive a letter from the shareholders confirming their invitation to join the Board and will be required to sign a Consent to Act as Director.

### 4.0 On-boarding Process

1. The new Board will receive an orientation prior to June 30, 2022, including a draft governance manual.
2. The new Board may make recommendations to the shareholders for changes to the draft governance manual by July 15, 2022.
3. The shareholders will ratify a SEI Governance Manual by July 29, 2022.
4. One consideration for the shareholders will be the SEI Chair position. Does the sitting Chair of the LTC Council of Chiefs automatically become the SEI Chair?<sup>1</sup>
5. Provide the new SEI Board with a Mandate Letter or Letter of Expectations to clarify performance goals and guide its work.
6. Meet with the new Board in September-October 2022 to review progress and support the Board's efforts.

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<sup>1</sup> This will be encoded in the SEI Governance Manual.



## SEI Director Screening Instrument

### Introduction

The Lillooet Tribal Council (LTC) Chiefs approved the creation of the St'át'imc Education Institute (SEI) as a corporation under the BC Corporations Act for the purposes of providing various post-secondary education programs. Consequently, this screening instrument is designed to help the Selection Committee screen candidates to assess their skills and qualifications for the position of director of the SEI.

This instrument clearly communicates that it is the responsibility of each nominee to provide the following information to the Selection Committee by April 29 @ 4:00 pm.

The screening process has three stages:

1. Information provided by the nominee as part of their application, for example:
  - a. Describe your connection to the St'át'imc People and Nation, and your understanding of the importance of education in achieving the Nation's goals.
  - b. List the boards or committees you currently serve on.
  - c. Please provide references related to the boards or committees you have served on in the past.
  - d. List any titles or positions you currently hold that may be in conflict with the responsibilities of being an SEI Director.
  - e. Please provide a copy of your resume and a cover letter that describes your experience in teamwork, leadership, and results-based focus.
  - f. Describe why you want to serve on the SEI Board, and what you hope to gain from such service.
  - g. Describe how you can help the SEI achieve its goals through your service.
2. A short-list of nominees will be invited to an interview after the April 29 deadline.
3. References for a short-list of candidates will be contacted to describe the candidate's skills and experience.