

## **M-KMA Advisory Board Membership Appointment Plan**

(March 12, 2024)

### **Foundational Documents:**

There are some key foundational documents needed when appointing new board members, which can be located on the MKMA Website. <https://www.muskwa-kechika.com/advisory-board/board-appointments>. The key foundational documents include:

1. Notice of Position – Jan 3, 2024
2. Board Composition and Membership Procedures – Jan 26, 2024
3. Board Appointment Guidelines – 2021
4. Board Terms – 2022
5. Request for Appointment Check List – Mar 31, 2022
6. Candidate Profile and Declaration Form – 2021
7. M-KAB Membership List – Jan 31, 2024
8. M-KAB Membership Tenure Graph – Jan 31, 2024
9. Kaska LOU – 1997

### **Steps to Consider:**

1. Individuals coming onto the Advisory Board should have the skills and competencies to fill identified gaps related to the delivery of the Advisory Board's Strategic Direction and Operational Business Plan
2. The Advisory Board competency matrix should be reviewed and updated as necessary on an annual basis and linked to the updated and approved Strategic Direction and Operational Business Plan
3. The Strategic Direction and Operational Business Plan and the Competency Matrix should be annually approved at the October Advisory Board meeting.
4. At the October Advisory Board Meeting, Board members will identify potential individuals with the right competencies to fill identified gaps who might be invited to come onto the Board on April 1 of the following year.
5. At the November meeting the Executive Committee will vet the potential individuals identified by Advisory Board members and determine which individuals should be approached to join the Board
6. Following the November Executive Committee meeting the Advisory Board Chair will reach out to the identified potential new Board members to confirm their interest in joining the Board.
7. Confirmation of interest in joining the Advisory Board will be completed by mid-December and the names of the individuals forwarded to Patrick Glanc to begin the process with CABRO to have the individuals approved by the Minister and appointed by the Premier.

8. New Advisory Board appointments will be in place effective March 31st.
9. Once appointed, new Board members will be invited to a ½ day Virtual Board meeting in early May to:
  - i) be introduced to all the Board members,
  - ii) review key Advisory Board's Operational Guideline documents, located on the M-KMA Website.
  - iii) review the Strategic Direction and Operational Business Plan, located on the M-KMA Website.
  - iv) receive updates on current Executive and Board Working Group meetings and other Board activities.

**Figure 1- Board Member Appointment/Reappointment Terms Cycle**

