



Policy Title	Family and Community Services Advisory Board – New Member Application Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	Amended – February 8 th , 2022
Policy Number	P-FCSS005
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 4, 2021

Policy Statement

The Family and Community Support Services Advisory Board will be comprised of eligible community members who will serve a term of commitment on the board.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Town Council – means the elected body of the Town.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

The FCSS Advisory Board shall actively promote its membership opportunities to attract a diverse mix of volunteers to support/advance the interests of social programming that aligns with the Town's strategic goals and the FCSS Advisory Board's mandate.

To be considered for the volunteer board appointment, an application must be submitted to the Director in accordance with this policy.

1. Applicants wishing to join the FCSS Advisory Board will be required to submit a letter of interest to the Director with the inclusion of a current Criminal Record Check, Child Intervention Record, and Board Skill Matrix (Appendix A). The Criminal Record Check and Child Intervention Record will remain confidential and held at the Town Office.

2. The Director will complete a preliminary review of the application for completion. If the application is complete, the application will be presented to the FCSS Advisory Board for consideration unless there are criminal record or intervention concerns. If concerns are identified the application will be brought forward to CAO to determine suitability for board membership.
3. In considering each applicant, the FCSS Advisory Board shall review the letter of interest, and the Board Skills Matrix. The application will be graded using Appendix B.
4. The FCSS Advisory Board shall make recommendations to Town Council regarding the appointment of a new Advisory Board Member. The recommendation shall be provided to the CAO in writing per the prescribed form (Appendix C).
5. Town Council shall take the comments and suggestions of the FCSS Advisory Board into consideration when considering the formal appointment of the applicant. If Town Council does not agree with the recommendation made by the FCSS Advisory Board, a meeting will be arranged to gain consensus before a final decision is made to ensure relationships are maintained.
6. The CAO shall complete Appendix C and return it to the Director stating the decision of council on the proposed Advisory Board member appointment.
7. The FCSS Director shall provide an Orientation process with each newly appointed FCSS Advisory Board Member.

Length of Term

1. Each new applicant will be subject to a 3-month probationary period. In this period the new applicant will be able to review the time commitment requirements of being a FCSS Advisory Board Member and ensure it is a fit for their life style. During the probationary period the new Advisory Board Member will not be part of any in-camera sessions. If at any time during the three month probationary period it is deemed, by the FCSS Board of Directors, that the new applicant is not able to fulfill the duties of an Advisory Board Member the FCSS Board will reserve the right to terminate the relationship with the applicant.
2. At the end of the probationary period, Advisory Board Member appointments shall be for a minimum of a three (3) year term.
3. At the end of a three (3) year term a, FCSS Advisory Board members may re-apply to Council for a consecutive term. The maximum number of terms is indefinite pending the appointment of Council.
4. The Director shall maintain an Advisory Board Member tracking sheet (Appendix D).



Confidentiality

1. All Board Members will be required to sign a Confidentiality Agreement provided by the Town.
2. The Director shall provide the CAO with all final documents related to the FCSS Advisory Board Member listed for security.

END OF POLICY

Approved

Applicant Check List

Letter of Interest
* Date Received: _____

Completed Skill Matrix
* Date Received: _____

Criminal Record Check
* Date Received: _____

Vulnerable Sectors Check
* Date Received: _____

* Date reviewed By FCSS Director: _____

* Date presented to FCSS Board: _____

* Date presented to CAO: _____

Applicant was Successful
in their application

Applicant was not Successful
in their application

* Date of applicant notification: _____



'Appendix D'

Board Member File Front Sheet

to be updated yearly

File sheet updated on: _____

Member Name	_____
Member Phone Number:	_____
Member Mailing Address:	_____
Member Home Address	_____
Member Email	_____

Date of Commencement with FCSS Board _____

Current Appointment Commencement Date _____

Term of Appointment Choose an item.

Appointment end date _____

Consecutive Terms Served Choose an item.

Membership Position Choose an item.

Copies of the following included in board member file:

- Letter of Interest
- Completed Skill Matrix
- Criminal Record Check *(must be valid within 3 years)*
* Date: _____
- Child Intervention Record Check *(must be valid within 3 years)*
* Date: _____

Is this board member part of any committees? Choose an item.

Committee Appointment: _____

Term Start: _____



Term End: _____

Approved



Policy Title	Family and Community Services Advisory Board – New Member Application Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	April 12, 2021 (M#FCSS30/2021)
Policy Number	P-FCSS005
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 4, 2021

Policy Statement

The Family and Community Support Services Advisory Board will be comprised of eligible community members who will serve a term of commitment on the board.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Town Council – means the elected body of the Town.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

The FCSS Advisory Board shall actively promote its membership opportunities to attract a diverse mix of volunteers to support/advance the interests of social programming that aligns with the Town's strategic goals and the FCSS Advisory Board's mandate.

To be considered for the volunteer board appointment, an application must be submitted to the Director in accordance with this policy.

1. Applicants wishing to join the FCSS Advisory Board will be required to submit a letter of interest to the Director with the inclusion of a current Criminal Record Check, Child Intervention Record, and Board Skill Matrix (Appendix A). The Criminal Record Check and Child Intervention Record will remain confidential and held at the Town Office.

2. The Director will complete a preliminary review of the application for completion. If the application is complete, the application will be presented to the FCSS Advisory Board for consideration unless there are criminal record or intervention concerns. If concerns are identified the application will be brought forward to CAO to determine suitability for board membership.
3. In considering each applicant, the FCSS Advisory Board shall review the letter of interest, and the Board Skills Matrix. The application will be graded using Appendix B.
4. The FCSS Advisory Board shall make recommendations to Town Council regarding the appointment of a new Advisory Board Member. The recommendation shall be provided to the CAO in writing per the prescribed form (Appendix C).
5. Town Council shall take the comments and suggestions of the FCSS Advisory Board into consideration when considering the formal appointment of the applicant. If Town Council does not agree with the recommendation made by the FCSS Advisory Board, a meeting will be arranged to gain consensus before a final decision is made to ensure relationships are maintained.
6. The CAO shall complete Appendix C and return it to the Director stating the decision of council on the proposed Advisory Board member appointment.
7. The FCSS Director shall provide an Orientation process with each newly appointed FCSS Advisory Board Member.

Length of Term

1. Advisory Board Member appointments shall be for a minimum of a three (3) year term.
2. At the end of a three (3) year term a, FCSS Advisory Board members may re-apply to Council for a consecutive term. The maximum number of terms is indefinite pending the appointment of Council.
3. The Director shall maintain an Advisory Board Member tracking sheet (Appendix D).

Confidentiality

1. All Board Members will be required to sign a Confidentiality Agreement provided by the Town.
2. The Director shall provide the CAO with all final documents related to the FCSS Advisory Board Member listed for security.

END OF POLICY

Applicant Check List

Letter of Interest
* Date Received: _____

Completed Skill Matrix
* Date Received: _____

Criminal Record Check
* Date Received: _____

Vulnerable Sectors Check
* Date Received: _____

* Date reviewed By FCSS Director: _____

* Date presented to FCSS Board: _____

* Date presented to CAO: _____

Applicant was Successful
in their application

Applicant was not Successful
in their application

* Date of applicant notification: _____



'Appendix D'

Board Member File Front Sheet

to be updated yearly

File sheet updated on: _____

Member Name	_____
Member Phone Number:	_____
Member Mailing Address:	_____
Member Home Address	_____
Member Email	_____

Date of Commencement with FCSS Board _____

Current Appointment Commencement Date _____

Term of Appointment Choose an item.

Appointment end date _____

Consecutive Terms Served Choose an item.

Membership Position Choose an item.

Copies of the following included in board member file:

- Letter of Interest
- Completed Skill Matrix
- Criminal Record Check *(must be valid within 3 years)*
* Date: _____
- Child Intervention Record Check *(must be valid within 3 years)*
* Date: _____

Is this board member part of any committees? Choose an item.

Committee Appointment: _____

Term Start: _____



Term End: _____

Approved

Board Skills Grade Matrix

The FCSS Advisory Board will use this matrix to determine if an applicant meets the needs of the board in an unbiased manner. This matrix will support the FCSS Advisory Board's recommendation to Town Council for the applicants appointment.

Applicant Name: _____

Date of Application: _____

Date of Review: _____

Board Skills Grade Matrix Completed by: _____

This person lives within the community of Bassano.	
Ability/Availability to attend monthly FCSS Board Meetings	
Ability/Availability to engage in and volunteer at FCSS events	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Previous Experience with Board Membership and Volunteer Positions	
Knowledge of the FCSS programming, mandates and guidelines	
	Total
	0

Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 21.

Applicants must have a minimum score of 10 for applications to be recommended to council.

Each board member will be eligible to anonymously complete a grading scale for the applicant.

All grading scales will be provided to the FCSS Director and a average of scores will be created.

The score average will be presented to Town Council along with the member application package for approval of membership on the FCSS Advisory Board.

Grading Legend

- 1** Does not meet required skill
- 2** Meets Minimum required skill
- 3** Exceed minimum required skill

Board Skills Grade Matrix

The FCSS Advisory Board will use this matrix to determine if an applicant meets the needs of the board in an unbiased manner. This matrix will support the FCSS Advisory Board's recommendation to Town Council for the applicants appointment.

Applicant Name: _____

Date of Application: _____

Date of Review: _____

Board Skills Grade Matrix Completed by: _____

This person lives within the community of Bassano.	
Ability/Availability to attend monthly FCSS Board Meetings	
Ability/Availability to engage in and volunteer at FCSS events	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Previous Experience with Board Membership and Volunteer Positions	
Knowledge of the FCSS programming, mandates and guidelines	
Total	0

Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 21.

Applicants must have a minimum score of 10 for applications to be recommended to council.

Each board member will be eligible to anonomously complete a grading scale for the applicant.

All grading scales will be provided to the FCSS Director and a average of scores will be created.

The score average will be presented to Town Council along with the member application package for approval of membership on the FCSS Advisory Board.

Grading Legend

- 1** Does not meet required skill
- 2** Meets Minimum required skill
- 3** Exceed minimum required skill