

Appointing Community Members to Sit on Thames Valley District School Board Committees

Section 1: Purpose, Scope, and Navigating this Document

1. Purpose

- 1.1 To establish a transparent, equitable, and consistent process for recruiting and appointing community members to fill vacancies on **all Thames Valley District School Board (TVDSB) committees**, including both **statutory and non-statutory** committees.

2. Roles and Responsibilities

- 2.1. The individuals below are responsible for:
 - 2.1.1. **Community Members & Organizations:** May apply to TVDSB committees if eligible, submit required materials by the deadline, request accommodations, and may be placed on a future opportunity list if not selected.
 - 2.1.2. **Review Panel:** Reviews applications using an equity-focused scoring matrix, shortlists and interviews candidates, and recommends appointments for approval.
 - 2.1.3. **Board of Trustees / Supervisor:** Approves committee appointments by resolution and may fill vacancies from the future opportunity list or initiate new recruitment as needed.
 - 2.1.4. **Appointed Members:** Receive orientation and are expected to follow TVDSB policies, including confidentiality, respectful conduct, and equity-focused participation.
- 2.2. This procedure applies to any committee that supports the governance of the Thames Valley District School Board, including:
 - 2.2.1. All individuals and members of community organizations seeking to sit on a TVDSB committee, including new and existing members.
 - 2.2.2. Exceptions apply where committee bylaws or terms of reference permit the

appointment or re appointment or members (without application).

2.2.3. TVDSB committees with membership that includes community or public members, including any statutory committees, non-statutory advisory, administrative committees or working groups.

2.2.3.1. Exceptions apply to any statutory committees (e.g. Audit) where legislation prescribes a specific process to be followed.

2.3. The following are responsible for sitting on a review panel:

2.3.3. The Superintendent or their designate assigned to support the committee in appointing members.

2.3.4. A Chair or Vice-Chair of the relevant committee.

2.3.5. Additional staff members or trustees as appropriate.

3. Navigating this Document

3.1. For all non-administrative committees, the appointment process is included in Section 2, and for all administrative committees, the appointment process is included in Section 3.

Section 2: Appointment Process for Non-Administrative Committees

1. Notification and Outreach

- 1.1. Vacancies will be advertised on the TVDSB website and through local media, diverse community networks, and social media, including cultural, ethnic, faith-based, disability, Indigenous, 2SLGBT, and other marginalized community platforms where appropriate.
- 1.2. Notices will include: committee name, number of vacancies, eligibility criteria, term length, and application (Section 3.2) with a deadline.

2. Application

- 2.1. Interested individuals must complete a standardized application form and must submit a reference letter, resume and/or cover letter, when required. Application requirements will be identified in the posting.
 - 2.1.1. Applicants may request disability or other code-based accommodations at any stage of the application or interview process. Information on how to request accommodation will be included in the posting.
 - 2.1.2. Where filling the vacancy requires an interview, the requirement will be outlined in the application.
- 2.2. Only applications submitted by the posted deadline will be reviewed for consideration.
 - 2.2.1. Applications of candidates not being appointed or placed on the future opportunity list will be destroyed within 30 days.

3. Eligibility Criteria

- 3.1. Applicants must:
 - 3.1.1. Be at least 18 years of age.
 - 3.1.2. Reside or work within the TVDSB jurisdiction, including Chippewas of the Thames First Nation, Munsee-Delaware Nation, or Oneida Nation of the Thames.

- 3.1.3. Not be an employee or trustee (or Supervisor) of the Board (unless otherwise specified).
- 3.1.4. Meet any additional criteria outlined in the Education Act and committee's terms of reference (where appropriate).

4. Selection Process

4.1. Review Panel Composition

- 4.1.1. The panel may include:
 - 4.1.1.1. A Superintendent or designate.
 - 4.1.1.2. The Chair or Vice-Chair of the relevant committee.
 - 4.1.1.3. Additional staff members or trustees (or Supervisor) as appropriate.
- 4.1.2. At least one member of the review panel will have demonstrated knowledge of equity, anti-oppression, and inclusive practices, or will receive guidance to support the consistent application of the equity lens.

4.2. Evaluation

- 4.2.1. The Review Panel will use a scoring matrix specific to the committee members' responsibilities.
- 4.2.2. The Review Panel will review applications using the scoring matrix based on:
 - 4.2.2.1. Relevant experience and qualifications, including how an applicant's lived or professional experience strengthens equitable and diverse representation on the committee.
 - 4.2.2.2. Community involvement, with attention to participation that reflects diverse perspectives, historically underrepresented groups, and equity-focused contributions.
 - 4.2.2.3. Alignment with the committee's mandate, including demonstrated understanding of equity-related issues connected to the committee's work.
- 4.2.3. The Review Panel will create a shortlist of candidates based on the number of vacancies, in order of score based on the scoring matrix.
- 4.2.4. The shortlist of candidates may be interviewed (Section 5.3) or

recommended for appointment as outlined in Section 6.

4.3. Interviews (where applicable)

4.3.1. Shortlisted candidates may be invited for interviews.

4.3.2. Human Resources may conduct reference and background checks.

5. Community Appointments to Board and Statutory Committees

5.1. The review panel will recommend candidates to the Board of Trustees (or Supervisor) for approval.

5.2. Appointments are made by Board (or Supervisor) resolution.

5.2.1. Applications of appointed candidates will be retained for the duration of the committee term.

5.3. All applicants will be notified of the outcome.

5.4. Qualified applicants who were not selected may be placed on a future opportunity list for appointment to fill a coming vacancy using the weighting from the initial appointment process.

5.4.1. Applications of candidates on the future opportunity list will be retained for the duration of the committee term.

6. Term

6.1. Appointments will align with each committee's prescribed term structure, as outlined in legislation or their terms of reference.

7. Vacancy Triggers

7.1. If a vacancy occurs mid-term, resulting from the:

7.1.1. Resignation or removal of a member.

7.1.2. End of term without reappointment.

7.1.3. Creation of a new/or ad hoc committee or expansion of membership.

7.1.4. A position that could not be filled at the commencement of the committee term.

8. Mid-Term Vacancies

8.1. If a vacancy occurs before the middle of the term:

8.1.1. The Board (or Supervisor) may appoint a candidate from a future opportunity list (if available).

8.1.2. If no future opportunity list exists, the notification and outreach process will be initiated.

8.2. If a vacancy occurs after the middle of the term:

8.2.1. The appointing authority may exercise discretion in determining whether the position will be filled for the remainder of the term.

9. Orientation

9.1. Newly appointed members will receive a Committee Orientation Handbook and/or session outlining:

9.1.1. Committee mandate and responsibilities.

9.1.2. Meeting schedules.

9.1.3. Expectations, including information related to equity, inclusive decision-making, respectful conduct, and the role of the community voice within TVDSB governance and advisory structures.

9.1.4. Committee Orientation Handbook.

Section 3: Appointment Process for Administrative Committees

1. Members of Community Organizations Appointments to Administrative Committees

1.1. Administrative committees eligible for community appointments will be determined by the Director's Office.

1.2. Appointment Process

1.2.1. Vacancies will be advertised on the TVDSB website and through local media, diverse community networks, and social media, including cultural, ethnic, faith-based, disability, Indigenous, 2SLGBT, and other marginalized community platforms where appropriate.

1.2.2. Applications will be reviewed by a panel designated by the relevant administrative lead. At least one member of the review panel will have demonstrated knowledge of equity, anti-oppression, and inclusive practices, or will receive guidance to support the consistent application of the equity lens.

1.2.3. The Review Panel will review applications using a scoring matrix based on:

- 1.2.3.1.1. Relevant experience and qualifications, including how an applicant's lived or professional experience strengthens equitable and diverse representation on the committee.
- 1.2.3.1.2. Community involvement, with attention to participation that reflects diverse perspectives, historically underrepresented groups, and equity-focused contributions.
- 1.2.3.1.3. Alignment with the committee's mandate, including demonstrated understanding of equity-related issues connected to the committee's work.

1.2.3.2. The Review Panel will create a shortlist of candidates based on the number of vacancies, in order of score based on the scoring matrix.

1.2.4. Recommendations from the Review Panel will be forwarded to the Director or

1.2.5. designate for final approval.

1.2.6. Qualified applicants who were not selected may be placed on a future

opportunity list for appointment to fill a coming vacancy.

1.3. Committee Eligibility

1.3.1. The committee's mandate will define terms and may vary in length.

1.3.2. Community committee members are expected to adhere to TVDSB policies, including confidentiality and respectful conduct.

Appendix A – Procedure Administrative Information

Procedure Number:	2036a
Procedure Owner:	Director's Services -Board Services
Effective Date:	2026 March 23
Amendment Dates:	
Review Dates	
EIE Review Date:	2025 December 17
Resources:	• TVDSB Committee Orientation Handbook • TVDSB Online Committee Orientation