

## Preamble:

Pride Winnipeg Festival Inc. believes in equal opportunity in recruitment and selection practices without discrimination on the grounds of: ancestry; Nationality or national origin; Ethnic background or origin; Religion or creed or religious belief, religious association or religious activity; Age; Sex, including sex-determined characteristics, such as pregnancy; Gender identity; Sexual orientation; Marital or family status; Source of income; Political belief, political association or political activity; Physical or mental disability; Social Disadvantage.

The candidate must be appointed by the Board of Directors, as per the Organizational Bylaws. This policy has been developed to ensure the Organization fills vacancies with the most suitable candidate based on knowledge, skills, abilities. The chosen candidate may be a family member of an active volunteer, manager, coordinator or board member, but cannot have a direct reporting relationship with the family member.

## Procedures:

### Criminal Background Checks

- Pride Winnipeg requires the completion of a successful Criminal Background Check for all Board Members as well as any other volunteer position involves handling money, merchandise, equipment or any other property (intellectual or material) of Pride Winnipeg.
- The Criminal Background Check must be applied for within 2 days of appointment and a copy must be submitted to the HR Director within 2 days of receiving the results from the law enforcement agency.
- Pride Winnipeg will reimburse the costs of the Criminal Background Check.
- Where a criminal record is found, Legal Counsel will be consulted and the HR Director will advise the Board of Directors on the appropriate action needed, including a modification of responsibilities or the removal of the director.
- Those requiring a Criminal Background Checks must have them renewed every 2 years and submitted to the HR Director.
- All directors must advise the HR director of any criminal charges or convictions that would have a real or perceived impact on their ability to perform their duties as a director.

### Managing Member Selection (Board Members and Coordinators)

- The President, Officers and/or Human Resources Director of Pride Winnipeg Inc., identify and establish the positions available with Pride Winnipeg.
- All managing member position openings must have a job description and outline necessary qualifications.

- All position openings are open for the public to apply and are posted externally for a minimum of two weeks on the Pride Winnipeg website and promoted on social media. Postings are shared internally within the organization one week prior to it being posted to the public.
- A pre-screen interview is conducted by the Human Resources Director or the President (or the President's designate) (on the phone or in person) within seven days of receiving the candidate's resume, using established questions to determine a candidate's suitability for the role.
- Following a successful pre-screen interview, a face-to-face interview will be held within 14 days, with a panel of Pride Winnipeg board members including at minimum:
  - a. Human Resources Director,
  - b. One officer,
  - c. One director, preferably the supervising director

The President (or President's designate) must attend if the Human Resources Director cannot attend or the Human Resources Director position is vacant as well as when the interview is for an officer position. All interview questions are pre-established for each position, and will be the same for each candidate applying for the same position.

- Following the interview, the panel will discuss the merit of each candidate and make a decision on whether to recommend the candidate to the Board of Directors. A scoring chart may be used to assist the panel in its decision making.
  - a. If the panel does not recommend the candidate for appointment, the panel may determine an alternate role to propose to the candidate. The Human Resources Director must inform the candidate within 2 days that they were unsuccessful and propose the alternate role, if applicable. If the candidate is interested in the alternate role, the panel may proceed with recommending the candidate to the Board of Directors without conducting another interview.
  - b. If the panel recommends the candidate for appointment for their interviewed role or an alternate role, the candidate is presented to the Board of Directors at the next meeting. The interview results and their resume must be sent out in advance of the Board Meeting.
- The candidate does not attend the Board Meeting following their interview in order to allow the panel and the Board of Directors to discuss the merits of the candidate and determine any additional questions to ask the candidate, as appropriate. By a majority vote, the Board may forego this meeting and move immediately to the appointment meeting for internal candidates or if there is a particular urgency to fill a role.
- The candidate attends the second Board Meeting following the panel interview and introduces themselves as well as answers questions from the Board of Directors.
- Following the question period, the Board of Directors holds an in-camera discussion without the candidate and holds a vote for appointment by secret ballot.

#### Governance Member Selection

Governance members are to be selected by the Membership at the Annual General Meeting or by a majority vote of the Board of Directors as per Organizational Bylaws. Preference will be given to individuals from socially disadvantaged groups within the LGBTTQ\* community,

including individuals self-identifying as part of a traditionally socially excluded group within the LGBTTTQ\* community, including but not limited to: Female-Identified, Transgender, Queer and Trans People of Colour, Indigenous or Two-Spirited, Seniors (55+), people living with disabilities, non-binary, etc.

<b>VERSION NUMBER</b>	<b>APPROVED BY BPC</b>	<b>APPROVED BY BOD</b>
<b>1.0</b>		01-09-2014
<b>2.0</b>	28-11-2016	13-12-2016