

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 as per the Organizational Bylaws and Delegation of Authority Policy. This policy has been developed to ensure the Organization fills vacancies with the most suitable candidate based on knowledge, skills, and 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. Additionally, spouses or partners of sitting Board Members cannot serve on the Board of Directors.

Procedures:

Board Member Selection

- The President, Executive and/or Human Resources Director of Pride Winnipeg Festival, identify and establish the positions available within the organization.
- 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 (2) weeks on the Pride Winnipeg Festival website and promoted on social media.
- A pre-screen interview is conducted by the Human Resources Director (via phone) upon receipt of a qualified candidate's resume, to determine a candidate's suitability for the role.
- Following a successful pre-screen interview, a face-to-face interview will be held, with a panel of Pride Winnipeg Festival managing members, including a minimum of:
 - a. Human Resources Director, and
 - b. One member of the Executive or Director, preferably the supervising member.

Note: The Vice-President, Operational Supports (or their designate) must attend if the Human Resources Director cannot attend or the Human Resources Director position is vacant. The President must attend the event of a Vice-President candidate.

- 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 will contact the candidate to inform them of their application status, 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 attends the Board Meeting following the panel interview. The candidate is given an opportunity to introduce themselves as well as answers questions from the Board of Directors.

Note: In the event of an external Vice-President candidate, a buffer meeting may be required once the candidate meets the Board of Director. The candidate does not attend the buffer meeting, to allow the Board of Directors an opportunity to review the merits of the candidate.

- Following the question period, the Board of Directors holds an in-camera to discussion without the candidate and holds a vote for appointment by secret ballot.

Managing Member Selection (Coordinators)

- The selection of Coordinators follows the same interview process as the process for Board of Directors.
- Following the interview, the panel will discuss the merit of each candidate and make a decision on whether to recommend the candidate to the Executive Committee. 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 will contact the candidate to inform them of their application status, 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 Executive Committee 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 Executive Committee at the next meeting.

Managing Member Selection (Team Leads)

- The selection of Team Leads is at the discretion of members of the Executive and Directors of each division.
- Once a candidate has been determined, the Director (or member of the Executive) will notify the Human Resources Director for approval.
- Once approved by the Human Resources Director, the reporting member will notify the candidate of their appointment.

Note: Prior to appointment, an initial interview is recommended, facilitated by the reporting member, and in consultation with the Human Resources Director.

Governance Member Selection

- Governance Board Members are to be appointed 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 gender, sexual and relationship diverse community, including individuals self-identifying as part of a traditionally socially excluded group within the gender, sexual and relationship diverse 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.

Police Information Checks

- Pride Winnipeg Festival requires the completion of a successful Police Information 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 Festival.
- The Police Information Check must be applied for within 2 weeks of appointment and a copy must be submitted to the Human Resources Director within 2 days of receiving the results from the law enforcement agency.
- A previous Police Information Check issued within the past 6 months will be considered, at the discretion of the Human Resources Director.
- Pride Winnipeg Festival will reimburse/cover the costs of the Police Information Check.
- Where a criminal record is identified, Legal Counsel will be consulted and the Human Resources Director will advise the Board of Directors on the appropriate action needed, including a modification of responsibilities or the removal of the member.
- Those requiring a Police Information Checks must have them renewed every 2 years and submitted to the Human Resources Director.
- All Directors must advise the Human Resources 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.

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