

# **Indigenous Business Toolkit Project**

## **Building A Board of Directors Appendix**

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# Building a Board of Directors

## Appendix

### Template: Roles and Responsibilities for the Recruitment and Selection Process

Stage in the Process	Group/individual		
	Shareholder	Board/Nominating Committee	Recruitment and Selection Coordinator
Set Roles and Responsibilities	Receive Recommendations and Decide	Recommend	Coordinating and Carrying Out Tasks
Determine Specific Skill Sets	Receive Recommendations and Decide	Recommend	Coordinating and Carrying Out Tasks
Search Process	Suggest Candidates	Suggest Candidates	Coordinating and Carrying Out Tasks
Shortlisting Candidates	N/A	Decide	Coordinating and Carrying Out Tasks
Nomination and Selection	Decide	Recommend	Coordinating and Carrying Out Tasks
Onboarding	Participate	Participate	Coordinating and Carrying Out Tasks
Review and Repeat	Participate	Participate	Coordinating and Carrying Out Tasks

### Sample Board of Director Skills Matrix

Skill	Candidate/Board Member						
	#1	#3	#4	#5	#6	#7	#8
Indigenous and Traditional Knowledge							
Community Knowledge							
Collective Problem-solving Skills							
Strategic Leadership and Vision							
Financial and Risk Management							
Industry Expertise and Market Insight							
Governance and Compliance							
Human Capital and Organizational Development							
Communication and Global Perspective							
Gender							
Age Group							

## **Indigenous Business Toolkit Project**

The Indigenous Business Toolkit Project is designed to provide Indigenous communities and individuals with the practical tools they and their advisors can use to undertake successful economic development. Economic development is more successful when everyone involved – whether it be community members, community leaders, consultants, business professionals, employees, and/or potential partners – understands the many and varied aspects of Indigenous economic development.

The Toolkit provides step-by-step instructions on selected aspects of economic development based on the best practices of leaders in the field. The modules in the Toolkit cover everything from the role of economic development in nation building, to the importance of business charters, to the various legal forms that can be used to pursue economic development, to the steps needed to identify and negotiate beneficial partnerships, to the governance challenges that economic development must address.

The modules are available for free and for use by anyone. The full set of Toolkit modules can be found at: <https://www.schoolofpublicpolicy.sk.ca/research-ideas/projects-and-labs/indigenous-leadership-governance-and-development-project.php>.

The Indigenous Business Toolkit Project is part of the larger Indigenous Leadership: Governance and Development project designed to support long-term Indigenous economic development. In addition to the toolkit, the larger project involves capturing the economic development experience of Saskatchewan Indigenous communities through a series of case studies. The case studies, along with a description of the larger project, can be found at <https://www.schoolofpublicpolicy.sk.ca/research-ideas/projects-and-labs/indigenous-leadership-governance-and-development-project.php>.

## **The Authors**

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