



Subject: Appointment of Members

Scope: This policy relates to the selection and appointment of Tribunal Members

Purpose:

The objective of the process is to ensure a roster of Tribunal Members that:

- Attempts to reflect the cultural and gender representation of the population of BC;
- Enables the appointment of a panel in geographical proximity to the location of the parties to a dispute;
- Ensures sufficient availability of panel members so as to promote the speedy resolution of matters before the Tribunal; and
- Reflects the highest calibre of adjudication.

Process:

The Tribunal will assess its requirements and determine the number of potential appointments by considering operational factors including:

- The need to retain the services of experienced members;
- The need to recruit new members with fresh perspectives ;
- The likelihood of recruiting someone with comparable skills;
- The appropriate mix of culture and gender representation; and
- Other operational needs i.e. workload, cost, time and resources.

The Tribunal will communicate the number of opportunities available to the target applicant pool and request that interested persons (applicants) apply in writing, indicating how their qualifications relate to the education, training and experience background requirements outlined in the Member job description.

Depending on the level of interest, the applicants who best demonstrate the required background may be invited to participate in further screening exercises such as writing a case study or providing a written work sample. Applicants who pass the screening stage may be asked to attend an interview and/or further assessment processes led by the Chair and/or Vice Chair.

Both the screening and assessment stages will focus on the specific knowledge, skill and behavioural competencies outlined in the job description. The main areas include:

- Administrative Law
- Employment Law
- Analytical and Decision-making Skills

- Communication
- Interpersonal
- Organizational
- Other

In addition, complete and satisfactory references from current and previous (recent and job related) employers/supervisors will be required as part of the assessment process.

Applicants under consideration for an appointment will be asked to complete a Tribunal Candidate Profile and Declaration form. The Chair and/or Vice Chair will review the completed form and carryout any other due diligence requirements before determining if an applicant will be recommended for an appointment.

The Chair, in consultation with the Vice Chair will recommend to the Appointing Authority, an initial appointment term of up to two years.

Recommendations for appointments will be reviewed by the Appointing Authority and approved or not approved.