



POLICY 8.5: NOMINATIONS COMMITTEE SPECIFIC TERMS OF REFERENCE

A. PURPOSE:

The Nominations Committee identifies suitable candidates who are willing to serve in soon-to-be-vacant Board of Director positions prior to the Annual General Meeting (AGM) of the Association.

B. DUTIES AND RESPONSIBILITIES:

1. Seek, identify and recruit qualified individuals to stand for election as Directors.
2. Be aware of the roles and responsibilities of the Board, individual Director and office positions and strive to find individuals with appropriate skill sets for the upcoming vacancies.
3. Communicate the qualities and skill sets sought to membership, and invite them to nominate appropriate individuals.
4. Contact qualified individuals and encourage them to put their names forward as nominees.
5. Ensure that the nominee application forms and nomination papers are filled out and submitted according to the timelines.
6. Present the slate of candidates to the Board at a regular Board meeting preceding the Annual General Meeting.
7. Announce the slate of candidates and distribute their information to the general membership a month prior to the AGM.

C. MEMBERSHIP

The committee members shall be appointed by the Board and consist of a minimum of two, maximum of three members, none of whom can be seeking election in the upcoming elections.

D. FREQUENCY OF MEETINGS

The committee shall meet as necessary to fulfill their responsibilities.