



## Committee Terms of Reference

**Committee Name: Nominations Committee**

**Date: June 25, 2012**

### **Purpose:**

The Nominations Committee recruits candidates to stand for election to Council and to serve on the Nominations Committee. The Committee prepares the slate of candidates for election and oversees the election process. The Committee also recruits candidates for appointment to the College Committees and recommends people to Council for appointment to the committee.

### **Membership:**

Two members elected by ballot at the Annual General Meeting and two members appointed by Council including one member and one public appointee with previous board or committee experience. Committee members are appointed and elected for a two year term, renewable once, with the terms of office staggered to ensure continuity.

### **Responsibilities:**

1. To recruit members to stand for election to the Council
2. To recruit members to stand for election to the Nominations Committee
3. To prepare a slate of candidates to fill the member positions on Council
4. To prepare a slate of candidates to fill positions on the Nominations Committee
5. To oversee the election of Council and Nominations Committee members
6. Advise Council on transition issues from one council to another
7. To recruit members to apply for appointment to College Committees
8. To prepare a slate of candidates for Council of applicants to be appointed to fill vacancies on College Committees
9. To recommend to Council candidates for appointment to fill vacancies on College Committees
10. To report to Council on the membership composition of each committee and of Council and recommend ways to ensure diversity of membership
11. To recommend to Council changes in College policy which may assist the work of the committee or be in the public interest

### **Resources:**

From time to time Council may establish funds to support committee activities. Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited.

**Authority and Accountability:**

The Committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The Committee shall abide by College policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a reliable basis. The *Administrative Bylaws* provide a means for removal and replacement of committee members by Council in situations where regular attendance is not maintained.

According to the *Administrative Bylaws*,

**40. Nominations Committee**

40.1 The membership of the nominations committee shall be:

40.1.1 Two members elected by ballot for a three-year term on a staggered basis;

40.1.2 One member with previous council experience and one public appointee with previous board or committee experience, both of whom shall be appointed by council for a three-year term on a staggered basis.

40.1.3 Notwithstanding paragraph 40.1.1, at the first election of the nominations committee members following the proclamation of the Act, one member shall be elected for a term of three years and one member shall be elected for a term of two years.

40.2 The duties of this committee shall be to:

40.2.1 Actively recruit candidates for nomination to fill the member positions on council and on the nominations committee;

40.2.2 Prepare a slate of candidates to fill the member positions on council; and

40.2.3 Prepare a slate of candidates to fill positions on the nominations committee.