



NOMINATIONS COMMITTEE

Terms of Reference
Standing Committee

Committee Purpose

The Nominations Committee ensures that individuals with appropriate skills, experience and an interest in volunteering for Orienteering Canada are found to run for positions on the Board of Directors.

Committee Membership

- The Nominations Committee has three or four members:
 - three or four members, appointed by the President
- A call for interested candidates will be conducted at least seven months prior to every Annual General Meeting.
- The President shall appoint the committee Chair from among the Committee Members

Terms of Committee Membership

- The President shall appoint committee members at least 5 months prior to an upcoming Annual General Meeting
- Committee members shall serve to the Annual General Meeting following their appointment
- Committee members cannot be candidates for election as Directors during their term on the committee

Scope of Responsibility

The Nominations Committee is responsible for:

- liaising with the Governance Committee regarding any targeted skill sets or expertise that has been identified as being desirable in new Director candidates
- seeking candidates for the Board of Directors from among the corporation's membership and from other interested volunteers
- ensuring that an appropriate notice of upcoming vacant positions is prominently displayed on the website, and communicated to clubs and provincial / territorial members well before the next AGM
- providing potential candidates with the eligibility requirements for a Director from the Not-for-Profit Corporations Act and the Income Tax Act, and receiving confirmation from any potential candidate that they do meet the eligibility requirements
- providing potential candidates with the most recent job description of the position for which they may run, as well as the appropriate Nomination Form and procedures for submission
- ensuring that the elections to the Board of Directors comply with the corporation's Bylaws
- conducting the election process at an Annual General Meeting
- keeping records of Director recruitment history for subsequent committees, including names suggested, who was approached and the result of the inquiry