



NOMINATING COMMITTEE TERMS OF REFERENCE

Type of Committee: Standing Committee reporting to the Board of Directors (hereafter referred to as ‘the Board’)

General Purpose:

The Nominating Committee is a standing committee and has a mandate to develop CADS criteria for the nomination of candidates for the National Board of Directors. The Committee is responsible for overseeing the election of new Board Members and to ensure that the necessary processes are followed for election.

Key Duties and Responsibilities:

1. Establish Committee to oversee process with non-board and board members.
2. Set timelines for election process and assign dates.
3. Send out and post calls for applications.
4. Establish meeting dates to review candidates to ensure suitable candidates.
5. Carry out election process with reminders to vote (electronic process in place
Establish technical requirements to create electronic vote and online system.
6. Conduct vote.
7. Confirm candidates’ acceptance.
8. Announce new Board members and roles.

Committee Composition

- The Committee shall consist of up to one (1) Board member and one (1) staff member and (2) non-board members.
- At the discretion of the Committee Chairperson, resources, including resources from outside the organization may be secured by the Committee on an ad hoc basis to assist it in effectively delivering its mandate.
- The CAD’S President is entitled to attend Committee meetings in an ex-officio capacity.



Committee Meetings

- The committee shall meet at dates established by the Committee Chair.
- Additional meetings to be determined and scheduled, as required, by the Committee Chair.
- Meetings should occur at least one week in advance of full Board meetings to allow sufficient time for preparation and circulation of materials.
- Quorum is a simple majority.

Roles and Responsibilities

- The Committee Chair organizes, presides over, provides a report at a Board meeting as appropriate.
- Committee members attend all scheduled meetings, diligently review all materials, and provide constructive recommendations as appropriate.
- Additional attendees may be invited at the Committee Chair's discretion.

The preceding are the Nomination Committee Terms of Reference in their entirety. Changes to these Terms of Reference can only be made with the approval of the full Board.