

## **NOMINATING COMMITTEE MANDATE**

### **Purpose:**

The Nominating Committee is a committee of the SAPC established to support the Club's Membership and Board of Directors in fulfilling its responsibility to identify suitable candidates to serve as Officers and Directors of the Club.

### **Eligibility and Composition of the Committee (up to 5)**

Nominating Committee members must:

1. Be members in good standing of the SAPC
2. not have been an employee of SAPC within the past three (3) years
3. not be a member of the Board of Directors at the time of the election
4. not be a member of the Nominating Committee if seeking election

Members of the Committee are appointed by the Members at the AGM. Committee members serve terms beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

### **Committee Authority and Responsibilities**

The Committee's responsibilities:

1. Become familiar with the strategic direction and the leadership needs of the Club;
2. Ensure Board composition reflects factors that impact the Society's sustainability and mission effectiveness;
3. Call for nominations and submissions for Officers and Directors through the SAPC Newsletter;
4. Provide or direct members to posted job descriptions;
5. Solicit, evaluate, vet, and provide feedback to prospective candidates as possessing the competencies, experience, and willingness to serve effectively;
6. Participate in personally contacting each candidate and securing agreement to serve;
7. Prepare a list of individual(s) to be considered for election by the membership at the AGM;
8. Maintain confidentiality throughout the nominating process.

The Committee may be further utilized as follows:

9. Upon the resignation or removal of an Officer or Director, recommend a candidate to fill the vacancy to the Board for the remainder of the year, if requested;
10. Accomplish additional tasks as charged by the Board.

### **Candidate Expectations:**

The Committee will ensure each Candidate is provided a job description for the position of interest and made aware of the Board Code of Conduct.

### **Committee Meetings**

The Committee will meet, either in person or via telephone or through various electronic methods, as required to fulfil the mandate of providing candidates for election at the Annual General Meeting, as is possible. As necessary, the Committee will meet in a joint session with the Board regarding items of concern to both groups.

### **Committee Report**

The Committee will produce a written report to the Board Secretary by a deadline as defined by the Secretary. The report will include a list of Director and Officer vacancies as well as prospective candidates and their biographies. The report will be posted to the website (member section) for members to review prior to the meeting and the report will be presented at the AGM for final decisions to be made by the membership through the formal nomination and election process.

### **Preferred Competencies of Committee Members**

1. An individual of character recognized in the club with the ability to inspire confidence and win support and cooperation.
2. Strategic thinker with an awareness or experience in recruiting and organizing.

**Approved: February 18, 2019**

**Revised: May 16, 2019**