



Policy:

Nomination Committee: Terms of Reference

Board Approved: April 23, 2023

Nomination Committee

The Nomination Committee is a Committee of the Board.

1. Mandate and Objectives

The mandate of the Nomination Committee is to review qualifications and prepare nominees for elections for Board and Committee positions. The committee will also recommend appointments where vacancies exist.

2. Composition, Appointment and Roles

- a. The Committee Chair shall be a member of the SSBC Board who is neither up for election at the coming AGM nor is in a conflict of interest with a member seeking election.

Annually, after each AGM the Board will approve the membership of the committee which will be composed of the chair, the executive director and another SSBC Member as required.

- i. Preparing for the AGM elections includes:
 - ii. Receive and review nominations,
 - iii. Complete required background checks,
 - iv. Prepare information for presentation to the membership at the AGM
- b. The Chair will conduct the elections at the AGM.
- c. Should any elected position become vacant, the Nomination Committee will endeavour to recruit a suitable replacement and will review the qualifications of any potential applicants to be presented to the Board for consideration.

3. Meetings

The Committee will meet as required,

Quorum shall be a simple majority of members,

4. Reporting

Minutes are to be kept of each meeting,

The Board may ask at any time for an update on the work of the Nominating Committee.