



Nomination & Appointment Sub-Committee Terms of Reference

Purpose:

Nomination and Appointment Sub-Committee is responsible for ensuring the proper execution of the nomination and appointment processes for the Board, guided by the Mission and Values statement.

Composition:

Four board members, one of whom is the Secretary, to be appointed by the Board of Directors at the first Board meeting after the AGM for a one-year term. The presence of three regular appointed members shall be quorum.

Meetings:

The Sub-Committee will meet at least four months prior to an Annual General Meeting and as required until the completion of the Nomination process at the Annual General Meeting. The Sub-Committee will also meet as needed to initiate and complete the appointment process.

Duties:

1. Nominations

The Sub-Committee will ensure that a list of board members whose term is up is circulated to all board members. The Sub-Committee is responsible for inviting advance nominations, preparing notes on each candidate and preparing ballots for the Annual General Meeting. Nominations may also be made from the floor. Refer to CCOC Bylaws, Articles 10 and 11 and CCHC Bylaws, Articles 5.1 and 5.3 to determine eligibility requirements and how many new members must be elected. Note especially that the President is elected to the Board for two years, but only elected as President for one year.

The Sub-Committee will ensure that the Annual General Meeting and call for board members is announced:

- in the Newsnotes
- at all committee meetings
- in other community newspapers/newsletters (where the announcement can be placed without charge)
- to community-based organizations (including other housing agencies, and multicultural and social service organizations)
- to other appropriate individuals, groups and organizations, as time permits.

2. Appointments

If a vacancy occurs following an Annual General Meeting (AGM), the Sub-Committee will meet to determine the best means for an appointment or if an appointment is necessary. The Sub-Committee will review the vote results from the last AGM but is not bound to select any candidate for appointment. If the committee chooses to call for nominations, the procedures outlined above for announcing a call for board members should be followed as closely as possible.

After receiving nominations, Sub-Committee members will interview candidates in order to assess the following criteria:

- candidate's area of expertise and knowledge is beneficial to the Corporation;
- candidate's time, commitment and flexibility is suitable
- candidate supports the Mission and Values Statement
- candidate furthers the objectives of the Mission and Values Statement.

The Sub-Committee will present the Board of Directors with a list of candidates for appointment. The Board will take a vote, ensuring the appointment does not result in a breach of the Corporation's By-laws and Letters Patent (see CCOC Supplementary Letters Patent, Clause D; CCOC By-law No. 1, Articles 3 and 12; and, CCHC By-laws, Articles 2 and 5.2).