



Nominations Committee

Terms of Reference

Committee name:	Nominations Committee
Type	Board Committee
Composition:	<p>The committee will consist of at least three (3) and not more than five (5) voting members, at least 2 of whom are not current board members. No member of the committee can be a current board member seeking re-election or any individual seeking election during the current election cycle.</p> <p>The President will appoint the Chair of the committee in accordance with the Synchro Swim Ontario (SSO) Bylaws. The Chair is normally the President of the corporation.</p>
Purpose:	The Nominations Committee leads recruitment, education, evaluation and succession planning for the board and board committees.
Responsible to:	Board of Directors
Term:	Committee members will be appointed for a term of two years unless removed in accordance with the SSO Bylaws.
Meetings:	<p>The committee will hold at least four (4) meetings each year, at the call of the Chair. In addition, the Chair is required to call a meeting of the committee if requested to do so by:</p> <ol style="list-style-type: none">1. Any committee member;2. The Executive Director;3. The President. <p>Notice of a meeting may be written or verbal.</p> <p>Meetings may be held by way of in-person, teleconference or internet as determined by the Chair or by majority of the committee members.</p>

Quorum:	A majority of members of the committee in accordance with the SSO Bylaws.
Voting:	<p>Each committee member is entitled to one vote, in person, orally, in writing or by email, in accordance with the Bylaws. Members of the committee are not entitled to vote by proxy.</p> <p>Resolutions will be decided by a majority of the votes being in favour of the resolution. In the case of a tie, the motion will be considered defeated.</p>
Vacancy:	When a committee member vacancy occurs, the Chair, with approval from the board, may appoint a qualified individual to fill the vacancy for the remainder of the vacating individual's term.
Removal:	Members are removable by a majority vote of the board in accordance with the SSO Bylaws.
Reporting:	<p>The Nominations Committee will report to the board on all of its proceedings.</p> <p>The committee will record minutes of all meetings, a copy of which will be forwarded to the Executive Director.</p>
Authority:	The Nominations Committee is empowered by the board to make decisions within the mandate established by these Terms of Reference, in accordance with the Bylaws.
Budget:	<p>The Executive Director must approve all Nominations committee expenditures.</p> <p>No committee has the authority to incur debts in the name of the corporation in accordance with the SSO Bylaws.</p>
Responsibilities:	<p>The Nominations Committee leads recruitment, education, evaluation and succession planning for the board and board committees.</p> <ol style="list-style-type: none"> 1. Review board members' performance 2. Consider the short and long term plans of the organization, and any special board qualities that are required to carry out these plans. 3. Develop matrix of skills and experience existing on the board and identify gaps 4. Review terms being served and contact board

members to see if they intend to serve again.

5. Draft call for nominations, in accordance with Section 4.02e of the SSO Bylaws, based on the gaps and need to replace members, have it published by SSO staff
6. Ensure that candidates for election meet the qualifications to serve as a Director and have fulfilled any additional requirements
7. Produce report to members on those nominated and endorsed by the committee. Indicate again the gaps that need to be filled, for the information of those voting
8. Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific time-lines and any other administrative requirements.
9. Design and conduct orientation of new board member
10. Work closely with the Volunteer Management Committee to Identify individuals who may be strong candidates for positions on SSO committees, and relay this information to the appropriate persons within SSO.
11. Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future SSO Nominating Committees.
12. Report quarterly (or more frequently, if required) to the board on the committee's work.

Approval:

The Board of Directors approved the Terms of Reference on February 21 2018.

