

GOVERNANCE COMMITTEE- NOMINATION SUB-COMMITTEE

TERMS OF REFERENCE

NAME & TYPE	<i>Governance Committee- Nomination Sub-Committee - Standing</i>
PURPOSE	The purpose of the Governance Committee- Nomination Sub-Committee is annually to identify, solicit, nominate, and oversee the election process for the ROWONTARIO Board of Directors and Committees.
COMPOSITION	The composition of the Sub-Committee shall be: <ul style="list-style-type: none">- Two Members at Large selected from the membership, one of whom is selected as the Chair- A member of the Governance Committee who is not a director.- The Executive Director (ex-officio)
APPOINTMENT OF CHAIR	The Chairperson shall be appointed by the Governance Committee.
DECISION-MAKING PROCESS	Decisions shall be made by consensus
AUTHORITY DELEGATED	The Sub-Committee shall make a call for nominations and publish a slate of qualified candidates for election to the Board of Directors.
TIMEFRAME/REPORTING/ DEADLINE	The Sub-Committee will meet as required. The Sub-Committee shall meet all requirements and guidelines for nominations and election for the Board as set out in the ROWONTARIO By-laws and Constitution. Meetings may take place via teleconference, or web conferencing.
REPORTING TEMPLATES	The Sub-Committee shall report as per the requirements of the ROWONTARIO By-laws and Constitution
COMMUNICATION WITH EXECUTIVE DIRECTOR	The Chair shall communicate with the Executive Director in regards to the work of the Sub-Committee to issue calls for nominations, publishing the slate for nomination, and publishing the final slate for election.
SPECIFIC AREAS OF RESPONSIBILITY	The Nominations Sub-Committee will perform the following key duties: <ul style="list-style-type: none">- Based on an annual review of Board needs conducted by the Governance Committee, make a call for nominations to the membership, displaying the skill sets needed- Manage a recruitment process including a review of applications, interviews, and respond to questions, as needed- Make recommendations to the Governance Committee of candidates to serve on the Board and on Committees, based on the interview process.- Make recommendations of a slate of candidates for vacant positions to the Governance Committee.
APPROVAL REVIEW DATE	Approved on: October 31, 2015

	Revised and approved on: <date>
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Published: February 16, 2016