

NOMINATIONS COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Nominations Committee is to ensure that vacancies on the Board of Directors are filled in a fair and timely manner, with due regard to regional representation and to the skills and qualifications needed on the Board.

Membership and Chair

Members of the Committee will normally include three representatives appointed annually by the Chapter Advisory Council and two members appointed annually by the Board of Directors, normally including the Past President of the Board, who will act as Chair. The term is one year and may be renewed any number of times.

Meetings

The Committee will meet at least once a year, at the call of the Committee Chair. Meetings will normally be held by teleconference, at the expense of the Canadian Company of Pilgrims. Quorum is 3 members.

Responsibilities

1. To review any upcoming vacancies on the Board of Directors and to consider the skills and strengths that will be needed on the Board in light of those vacancies.
2. To invite expressions of interest from members and Chapters to stand for upcoming vacancies on the Board of Directors and to fix a date for the close of nominations not less than twenty-one (21) days prior to the Annual General Meeting.
3. To review the expressions of interest to determine which candidates should go forward as nominees based on the skills and strengths needed on the Board.
4. To compile and release the nominations (including biographical statements from each nominee) and, if there are more nominees than positions to be filled, to advance a slate of nominees based on the skills and strengths needed on the Board.
5. To oversee the necessary arrangements for voting, including communicating the names and biographical statements of the recommended slate of nominees and all other nominees, creating ballots, and arranging for the count of the vote.