



SAMHA Nominations Committee – Terms of Reference

Role

The Nominations Committee works on behalf of the Board to recruit and secure a strong and balanced leadership for the Association. The committee will support recruitment, education, evaluation and succession planning.

Term: 6 months

Committee Membership

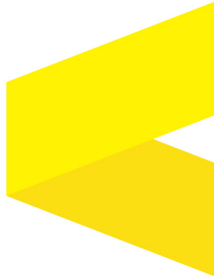
The Nominations Committee shall be chaired by a current member of the Board, who is not eligible for nomination, and is appointed by the President. Additionally, the committee shall consist of the Executive Director and at least three (3), and no more than five (5), voting members who are not current board members.

The Chair shall:

- Call meetings of the committee
- Chair meetings of the committee
- Report to the Board on the work of the committee

Committee Operations

- Draft a call to all members for nominations
- Develop matrix of skills and experience existing on the board and identify gaps



- Promote diversity of the Board of Directors in relation to gender, age, language, ethnicity, professional backgrounds and personal experiences
- Establish and maintain a process to enable nominees to indicate their eligibility and commitment
- Establish a process to ensure that all nominees understand and agree to commit to the responsibilities of the position
- Ensure that candidates for election meet the qualifications outlined in the bylaws and policies of the association.
- Provide a list of recommended eligible candidates to the Board of Directors

Transaction of Business

Minutes, or a written summary of matters considered and decisions, of all committee meetings shall be delivered to the Secretary within ten (10) days of each committee meeting.

The Committee shall meet a minimum of four (4) times.

Each Committee member is entitled to one(1) vote, with the exception of the Executive Director who holds no vote.

All committee members are required to disclose any conflict of interest, real or perceived as defined in the SAMHA Policies.