

# **Fairfield Gonzales Community Association**

## **Terms of Reference for Nomination Committee**

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*These terms of reference approved by the FGCA Board on October 3, 2016, and are in effect as of that date.*

### **Type of Committee**

The Nomination Committee is sub-committee of the Governance and Nomination Committee of the FGCA Board.

### **Purpose**

The primary purpose of the Committee is to coordinate the nomination of qualified candidates to the FGCA board.

### **Responsibilities**

The Committee fulfills its purpose by assuming the following responsibilities:

#### **1. Recruitment for Board Vacancies**

The Committee identifies the needs for experience, skills and knowledge for the FGCA Board, based on the current experience, skills and knowledge of the continuing board members who are commencing second or subsequent years of their term of office. The purpose of board recruitment is to ensure that the FGCA develops and maintains effective leadership to its staff and volunteers, and provides effective oversight for its programming and other community services.

The Committee is responsible for:

- developing and distributing effective board recruitment materials,
- providing information about the legal requirements and qualifications of not-for-profit and charitable corporations in British Columbia to prospective candidates,
- providing information related to the FGCA constitution, bylaws and activities to prospective candidates, and
- developing a slate of qualified candidates to fill the board vacancies.

## **2. Role in Annual General Meeting Election Process**

The Committee will present a slate of director candidates to the membership at each annual general meeting. The Committee will also present the names of any additional candidates for the board to the membership at each annual general meeting for consideration by the membership. The Committee will coordinate all related selection activities in an open and equitable manner.

### **Scope**

The scope of the Committee is as defined under its Purpose.

### **Authority**

The Committee's activities and actions follow and are consistent with the *FGCA Policy on Committee Terms of Reference* (Policy Number 2016-01), unless otherwise detailed in these Terms of Reference.

The Committee has the authority to present a slate of director candidates to the membership at each annual general meeting, as set out in the FGCA Bylaws section 5, subsection 7. The Committee will also present the names of any additional candidates for the board to the membership at each annual general meeting.

### **Committee Structure**

The Committee size shall be up to three (3) members.

The Committee will recommend to the Board candidates for the positions of Committee Chair and Vice-Chair. The Committee will appoint a member as Secretary.

The Committee Chair may vote on Committee proceedings as per the other members of the Committee.

### **Committee Membership**

The Committee is comprised of:

1. One member of the FGCA Board; and
2. Two members-at-large of the FGCA.

Members who wish to join the Committee are expected to have some direct skills or experience in board recruitment and development; knowledge of the Fairfield and Gonzales communities; and knowledge of the FGCA mandate and operations.

The Executive Director(s) are precluded from attending Committee meetings.

## **Communications and Reporting**

The Committee will, in a timely manner, provide reasonably detailed minutes of all committee meetings and activities to the Board.

## **Committee Support**

The Committee may require some support of FGCA staff to support its work, including:

- scheduling meeting space;
- assisting in the development and dissemination of Committee materials;  
and
- preparation for the annual general meeting.

## **Meeting Schedule**

The Committee will meet at least quarterly.

The Committee may meet more frequently, especially in advance of the annual general meeting.

Meetings may be called by any member of the Committee.