

## Nominating Committee

### TERMS OF REFERENCE

#### PURPOSE

To ensure that the Saskatchewan College of Family Physicians (SCFP) has a consistent roster of high-quality candidates for its Board committees and that they are well oriented.

#### POLICY

The goal of the annual recruitment and nominations process is to create and maintain a Board with the diversity of skills, competencies and personal characteristics determined to be appropriate and necessary to reflect the SCFP membership and provide effective governance and leadership on behalf of the Members.

Only those members who are in good standing with the College of Physicians and Surgeons of Saskatchewan (CPSS) will be eligible for nomination for election to the Board.

The responsibility of the Committee is to review the terms of sitting Board Directors and advise the Board as to whether a call for prospective candidates is required to fill the pending Board positions.

The Committee will also ensure that during the recruitment and nominations process, that all candidates be informed of the roles, responsibilities and expectations of a Board member including the time commitment.

#### PROCEDURE

##### a) Board Directors

The Committee will present a slate of candidates for review by the Board at the Board meeting in May.

The Committee will present a slate of candidates to the members at least 21 days in advance of the Annual Meeting of Members to fill upcoming vacancies.

The Committee will present the slate of candidates approved by the Board to the members at the Annual Meeting of Members and conduct the election.

The Committee will implement and oversee the annual orientation plan for newly elected Board Directors. The Committee will ensure the ongoing communication

with the Board, stakeholders and members to engage them in the process.

## **b) Board Committee Members**

The Committee will liaise with the Board to review the composition and recruitment requirements of each Board Committee.

The Committee will recruit new Board Committee members and make recommendations for Board approval.

The Committee will coordinate the orientation of new Board committee members.

### **TYPE OF COMMITTEE**

The Nominating Committee is a standing committee of the Board.

### **REPORTING RELATIONSHIP**

The Committee makes recommendations to the Board. The members of the Committee will be selected by the Board.

### **MEMBERSHIP**

Three (3) members will be selected to best cover the experience, skills, and knowledge required to best serve the Board and its recruitment process. The three members will include the immediate Past President, one Board member and one member who is not a member of the Board.

The Executive Director will be a non-voting member of the Committee.

### **TERMS OF OFFICE**

The Past President will serve the length of his/her term. The Board Director will serve a two-year-term and the member that is not a Board Director will serve a three-year-term with the opportunity for a subsequent and final three-year-term at the discretion of the Board.

### **ADMINISTRATIVE SUPPORT**

Administrative support to the committee will be provided by the Executive Director and Administrator.

### **FREQUENCY OF MEETINGS**

A minimum of two meetings will be held annually. Additional meetings may be called at the discretion of the Chair.

The Committee will participate in the election of Board members at the AMM as specified in the Bylaws.

### **REVIEW**

The Committee Terms of Reference will be reviewed annually on the anniversary date of acceptance by the Board.