DRAFT

Lanark County Community Justice

Nominations Committee

Terms of reference

The sustainability of the leadership of Lanark County Community Justice (LCCJ) depends on the local residents who volunteer for positions on the Board of Directors (the Board) and its various committees.

**PURPOSE**

The Nominations Committee (the Committee) is a committee of the Board. Its principal role is the ongoing recruitment of persons to be considered for Board or committee positions. LCCJ bylaws require the election of new Board Directors at the Annual General Meeting (AGM), so the Board shall identify the need for activating the Committee several months in advance of the AGM, or at any time appropriate to the needs of the Board.

**MEMBERSHIP**

The Committee Chair and members are appointed by the Board Chair. If possible, no one should be appointed to the Committee if they are required or intend to seek re-election to the Board in the current year. The Board Chair and the Executive Director are members, ex-officio, voting members of the Committee.

**EXECUTIVE DIRECTOR**

The Executive Director is expected to:

• maintain a contact list, for the use of the Committee, of persons who have expressed an interest in the LCCJ

• provide staff support and assistance in the search and verification process.

**MEETINGS**

Meetings will be scheduled at the call of the Committee Chair as needed. A minute-taker will be selected at each meeting and the Executive Director will circulate the minutes to the Committee members within ten business days. Quorum consists of two members plus the Executive Director or designate. The Committee will use an interactive process with consensus to reach decisions.

**REPORTING STRUCTURE**

The Committee Chair will report to the LCCJ Board at the next Board meeting following each Committee meeting. Any decisions of the Committee involving the use of LCCJ financial resources must be ratified by the Board before being implemented.

**PROCESS**

The Committee, in cooperation with the Board, shall clearly identify the skills required by new Directors. Skills might include but are not limited to:

• Organizational Planning • Policy Planning

• Fund Development • Human Resources Management

• Community Relations • Marketing

• Strategic Planning • Risk Management

• Research/Evaluation • Technology

• Community Development • Performance Management

• Project Management • Advocacy/Government Relations

The Committee, in cooperation with the Board, shall further recommend if and how diversity should be a goal in seeking prospective members. Dimensions of diversity might include but are not limited to:

• Cultural heritage • Race

• Income • Literacy

• Abilities • Age

• Gender and sexual orientation

The Committee shall conduct a search for candidates for Board position(s) using media such as advertisements, posters, social media and the LCCJ website. Board members shall be encouraged to help find suitable candidates within their networks.

As candidates are identified the Committee shall, for each candidate:

• Ensure completion and submission of a Board application form at least 4 weeks prior to the AGM;

• Ensure receipt and verification of details and references of the application

• Conduct a face-to-face interview to determine the candidate’s engagement and suitability using a set of predetermined questions determining their suitability for the position;

• Arrange an introductory Board meeting for the candidate as an observer;

• Recommend acceptance or rejection of the candidate as a Director

• Ensure an OPP check is conducted.

**REVIEW**

These Terms of Reference, including the skills required and diversity objectives, will be reviewed by the Committee annually with any recommended changes forwarded to the Board for its approval and ratification.