

Terms of Reference

NOMINATIONS COMMITTEE

Standing Committee

Purpose

The Nominations Committee (Committee) is responsible for ensuring, on a continuing basis, that the OCF Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership to OCF. The Committee is also responsible for eliciting interest in the various committees of the OCF and vetting interested candidates.

The Committee ensures that Board Director and committee nominees are qualified in accordance with OCF by-laws and policies.

The Committee is subject to the requirements of OCF's by-laws and policies.

Responsibilities

- Review and update, or write Board of Director position descriptions.
- Develop and/or maintain recruitment strategy.
- Seek out potential candidates who have the skills and time and are willing to serve on the OCF Board or on a committee of the OCF.
- Interview candidates.
- Prepare a slate of qualified candidates (names & biographies) and present them to the Board for confirmation.
- Contact the nominees and advise them as to whether or not they are on the slate.
- Confirm, in writing, that all nominees are willing, if elected, to serve as Board members.
- The Chair of the Committee will explain the Nominating Committee process to the membership at the AGM.
- Facilitate the election at the AGM.
- Develop and/or maintain, and administer an orientation program for newly elected Directors.
- Ensure new Board Directors receive an orientation and the Board's orientation package.
- Develop and/or maintain an emergency succession plan.
- Identify potential Board nominees for future consideration.

Authority

The Committee makes recommendations to the Board and approves vetted candidates for committee participation.

Composition

The Committee consists of:

- One (1) Board appointed Director (Chair)
- Two (2) individuals who may or may not be an OCF member, who have experience with vetting candidates
- Executive Director or interim (ex-officio)

The Committee is chaired by a Director appointed by the Board who is not up for re-election.

Term

The committee's term will end annually upon conclusion of the AGM.

Meetings

The Committee will meet by Zoom conference call as needed, with a minimum of one (1) meeting per calendar month. Meetings will be called by the Chair.

Meeting agendas will be set and sent at least four (4) days prior to the meeting. Minutes of the meeting will be kept and distributed to the committee members within two (2) days of the meeting.

Reporting

The Chair will provide a report to the full Board of Directors on the work of the Committee at each Board of Directors meeting or within two (2) weeks of the Committee meeting if urgent.

Resources & Budget

As identified in the budget approved annually by the Board. Executive and staff support to be designated by the President and Executive Director.

Deliverables

1. Provide the names of the Board candidates selected for member election to the Board of Directors.
2. Forward to next year's Nominating Committee any names of members who were interviewed but not placed on the ballot who possess desirable characteristics to contribute to the pipeline of future potential nominees.
3. Review the current nomination process and provide, if any, process improvement recommendations that support efficient and effective outcomes.
4. Development and/or maintain:
 - a. Recruitment strategy,
 - b. Orientation program for new Board Directors, and
 - i. Should contain Effective Board Governance Course
 - ii. Should contain some sort of training on policies and by-laws
 - c. Emergency succession plan.
5. Work with other committee Chairs to select suitable candidates for their respective committees.
6. Provide recommendations to the Board for modifications, if any, to the Committee Terms of Reference for the following term.
7. Conduct the transition meeting with the incoming Nominating Committee.

Review

The Committee's Terms of Reference will be reviewed and amended by the President and/or Board of Directors annually or as needed and approved by the Board of Directors.