

NOMINATING COMMITTEE

TERMS OF REFERENCE

The Nominating Committee is a committee appointed by the President, subject to the approval of the Board of Directors of the Kerrisdale Community Centre Society, not less than 90 days prior to an Annual General Meeting. The Committee reports to the Society at the Annual General Meeting. It operates at all times in light of the Mission, Goals, Policies, Strategies and Principles of the Kerrisdale Community Centre Society.

COMMITTEE MANDATE

The Nominating Committee's mandate is to recommend a slate of candidates to fill vacant seats on the Board. To this end the Committee will identify candidates for the Board of Directors who bring knowledge and skills needed by the Board to enable it to serve the Kerrisdale community; these include knowledge of the Kerrisdale community and of the Centre.

SPECIFIC RESPONSIBILITIES

Before the Annual General Meeting

1. Advertise and solicit for qualified candidates for the Board of Directors.
2. Interview and research new candidates.
3. Strive to ensure that the composition of the Board is representative of the Society's membership in terms of age, gender, and interests.
4. Strive to ensure that the candidates understand the responsibilities and the Society's expectations of members of the Board of Directors.
5. Strive to ensure that candidates have the knowledge and skills necessary for the effective management of the Society.
6. Present a slate of candidates to fill vacant seats on the Board to the membership at the Annual General Meeting.
7. Assist candidates in preparation of brief profiles of candidates on the slate to be posted on the Society bulletin boards prior to the Annual General Meeting.
8. Appoint scrutineers for the ballot count at the AGM.

After the Annual General Meeting

9. Organize a detailed orientation for new members within 14 days of the AGM.
10. File all documentation with the recording secretary within 30 days of the AGM.

MEMBERSHIP

The Nominating Committee must have no fewer than three members. Directors seeking re-election may not serve on the Nominating Committee.

Meeting Time

Meetings will be held at the call of the chair, with exact time and dates to be decided in consultation with committee members, depending on community centre space availability.