



### **Committee Name**

Nominating Committee

### **Type of Committee**

Standing committee of the Board of Directors for the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB)

### **Term of Committee**

The Nominating Committee began as a designated committee as per the bylaws and policies and procedures of CYCEAB and will be ongoing until terminated by the members of the CYCEAB.

### **Purpose**

The Nominating Committee acts as an advisory to the CYCEAB Board of Directors on board succession planning and manages nominations for board positions from start to finish. The committee is responsible for identifying and recommending candidates for election, based on the board-approved competencies required for specific positions. Board director positions will represent the three geographic regions in Canada as defined within the bylaws and representative of the diversity in the regions served.

### **Accountability**

The Nominating Committee will be accountable to the Board of Directors through the chair of the Committee.

### **Roles, Duties and Responsibilities of Committee Members**

Committee members are responsible to:

- Work collaboratively to achieve the committee's purpose.
- Provide perspective of what is best for the organization.
- Participate in committee meetings.
- Follow through in a timely manner on any commitments.
- Support the success of the committee and its projects.
- Report their inability to attend a specific meeting to the chair of the committee, in advance of the meeting.

The chair of the committee will discuss individually with a committee member their intent around their future commitment to the committee if they are not upholding their responsibilities or if they miss a significant number of meetings without a reasonable explanation.

### **Chair**

The CYCEAB President serves as chair of this committee. The chair shall call meetings of the committee, set the agenda, and send notice to committee members. The chair will be responsible for recording minutes and they will report out at the monthly CYCEAB meetings.

### **Membership**

The Nominating Committee will be comprised of the CYCEAB President, Vice President, and senior leadership which includes the Accreditation Coordinator and the Operations Manager. The board may appoint one other director.

### **Meetings**

The Nominating Committee will meet at minimum quarterly to conduct the regular business of the committee, and annually to review these terms and highlight accomplishment for the annual report of the CYCEAB. Additional meetings will be scheduled at the request of the chair and committee.

### **Quorum**

Fifty percent plus one of committee members will constitute a quorum.

### **Voting & Decision-making**

The Nominating Committee shall strive for consensus when making decisions. The committee recommends its succession plan, position descriptions, and position competencies to the board for approval. The committee independently makes or screens recommendations on nominees for election by CYCEAB membership. These recommendations are based on each nominee's eligibility according to pre-determined board-approved competencies

If consensus cannot be achieved, the chair will call for a vote on decisions, as they deem appropriate. The committee members will then vote on the issue at hand, defer to another meeting, or take the issue to the Board of Directors.

### **Reporting**

The chair of the Nominating Committee will provide an update of the actions of the committee at the regular meetings of the CYCEAB Board of Directors or as requested by the board. Where information from the committee requires CYCEAB board member input, the discussion will be added to the monthly CYCEAB board meeting agenda.

### **Resources and Budget**

All committee expenses must be approved by the Board of Directors prior to expenditures being made.

A committee member can request a reimbursement or that an invoice be paid directly of a board-approved expenditure by sending an email with appropriate documentation to the Operations Manager and Senior Governance Officer.

### **Deliverables**

The Nominating Committee will:

- Recommend a succession plan for board director positions to the Board of Directors.
- Identify competencies for board positions including those of the Executive Committee.
- Develop and maintain position descriptions for director and each Executive Committee position.
- Issue a call to all CYCEAB members, not less than six months prior to the next AGM, for nominations for elected positions.

- Interact with members and the national and provincial CYC associations to encourage nominations that reflect the diversity and demography of the post-secondary CYC population.
- Establish and maintain a process to enable nominees to indicate their eligibility and commitment.
- Identify nominees and manage elections at the AGM.

**Review, Amendment, Modification of this Terms of Reference**

The Terms of Reference will be reviewed annually by the Board of Directors. At this time, they may be amended or modified in writing, after consultation with committee members and agreement by the board.