

Nominating Committee – Terms of Reference

COMMITTEE PURPOSE

The nominating committee is responsible for ensuring, on a continuing basis, that the SDHS Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership.

KEY DUTIES and RESPONSIBILITIES

- Seek, identify, and recruit qualified individuals to stand for election as Directors.
- Ensure that candidates for election meet the qualifications to serve as a Director, and have fulfilled any additional requirements, including those set out in Society Bylaws.
- Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
- Have regard to the specific and desired competencies required on the Board as a whole in soliciting nominations.
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Where appropriate, identify individuals for future nomination as directors and maintain this information for use by future Nominating Committees of SDHS.
- Carry out these duties in a manner that encourages a long-term view of SDHS's leadership needs, as well as Board succession planning.
- This committee shall present a report at the Board meeting immediately preceding the Annual Meeting (*from 1997 Constitution*).

COMMITTEE COMPOSITION

"The nominating committee shall be the current Board of Directors. Five members to be appointed. Chairman to be the first person listed." (*from 1997 Constitution*)

AUTHORITY AND ACCOUNTABILITY

To advise the Board on progress (as needed / monthly / annually).

To submit a record of committee volunteer hours to the Secretary / board, (as needed / monthly / annually).

To provide an annual written report to the Board regarding the Committee's activities.