

5.2.3 Nominating Committee

BOARD OF DIRECTORS NOMINATING COMMITTEE - TERMS OF REFERENCE

1. Preamble

The Nominating Committee is a Standing Committee of the Board of the Coaching Association of Canada. It shall provide assistance in the recruitment process and fulfilling vacancy on the CAC Board of Directors.

2. Mandate

Ensure, on a continuing basis, that the CAC Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership to the CAC.

3. Scope

To invite expressions of interest for nominations to the CAC Board of Directors. The Nominating Committee will perform the following key duties:

- 3.1 Determine interest of current eligible Directors in serving for a future term
- 3.2 Identify the skills and expertise required for the position
- 3.3 Issue a call for expressions of interest
- 3.4 Work collaboratively with the Provincial / Territorial Coaching Representative (PTSLEC) as well as the NSO Executive Council (NEC) to recommend nominations as required
- 3.5 With support from the CAC actively search for potential candidates
- 3.6 Review suitability of individual candidates including current Directors eligible for second term
- 3.7 Identify a slate of individuals that will satisfy the desired outcomes
- 3.8 Report to Board with a recommended slate
- 3.9 Ensure that the following guiding principles for Board Composition are communicated to nominating entities and reflected in the recommendations:
 - Board Composition is reflective of key stakeholders
 - Board members serve for a sufficient time so that they can contribute effectively
- 3.10 Develop a succession plan for Directors and Chair to fill expected vacancies that deals with:
 - Acceptable levels of turnover
 - A mix of skills and expertise that is reflective of current needs and priorities
 - Gender balance, cultural diversity and linguistic duality

4. Reporting Responsibilities

The Chair will provide updates on the recruitment process and recommendations during the CAC Board of Directors meetings.

5. Chair

The Nominating Committee will appoint its Chair from amongst its members.

6. Recording Secretary

Due to the sensitive nature of this Committee's responsibilities the committee members will elect a recording secretary from amongst its members. At the discretion of the Chair, the CEO may be requested to participate as recording secretary.

7. Frequency of Meetings

The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Committee Chair.

8. Authority

The Nominating Committee is empowered to research the background of potential candidates and to approach potential candidates with respect to their interest in serving on the CAC Board.

9. Decision Making

Recommendations of the Committee will be reached through consensus.

10. Appointment

The composition will include the Board Chair and between two and four other Directors. The Committee will appoint its Chair from amongst its members. The Committee may consult with the CEO and may also consult beyond its members.

11. Term

The Committee will be appointed at the first meeting of the calendar year for a one-year term.

12. Minutes

Minutes shall be recorded of all meetings and will contain date of the meeting, the names of the members of the committee in attendance and sufficient detail to show that the committee has been duly diligent in its work.

13. Archiving

Minutes, once approved, should be stored in the corporate office under the security of the CEO, who shall respect confidentially directives of the Chair.

14. Amendments

These Terms of Reference were prepared by the Governance and Human Resource Committee and were approved by the CAC Board on DD-MM-YYYY. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Review date	Action	Board approval date
July 6 th 2016	Creation of the Term of reference, to be approved by the Governance Human Resource Committee.	
March 6 th 2017	Approval of the term of reference by CAC Board of Directors	March 6 th 2017

Version: 4/25/2021 10:50:00 PM