



NOMINATIONS COMMITTEE

Terms of Reference

RESPONSIBLE TO:	Board of Directors
MEMBERSHIP:	- Beacon Chief Executive Officer -Min. 2 current and/or past Board members or community members (<i>Recommended by Board Chair; Appointed by Board of Directors</i>)
COMMITTEE CHAIR:	Appointed by Board Chair, from committee membership
MEETINGS:	As determined by the Committee
QUORUM:	A majority of committee members

Before Beacon Community Services' Annual General Meeting, the Nominations Committee is tasked with recruiting suitable individuals to serve on the Board of Directors. The Committee is also responsible for presenting candidates for Board officer positions at the inaugural Board meeting after the Annual General Meeting.

Committee functions include:

1. Canvassing the current Board to determine the number of Board vacancies to be filled;
2. Canvassing the current Board for the skills, attributes and characteristics recommended to complement the existing Board;
3. Canvassing the current Board and others, as appropriate, for possible nominees;
4. Vetting potential nominees;
5. Recommending nominees for the Board to recommend to the society's membership at the Annual General Meeting;
6. Canvassing the existing Board for nominees for Board officer positions;
7. Presenting nominees for officer positions at the inaugural Board meeting after the Annual General Meeting; and
8. Completing the nominations process in sufficient time for the Board to finalize its recommendations to the membership no later than 21 days before the Annual General Meeting.