



Nominating Committee: Terms of Reference

Role	To ensure that the Board is comprised of individuals that possess the skills, qualities, and experience to collectively contribute to Board governance. To ensure that membership vacancies are filled in a timely manner.
Responsibilities	<ul style="list-style-type: none">• Identify and recommend candidates to become Board Directors• Advertise Board vacancies, as necessary, and review applications• Interview and evaluate candidates, as required• Conduct skill set and demographic analyses to ensure proper representation of communities served as per the skill matrix• Track Board membership and be aware of upcoming vacancies
Membership and Voting	<ul style="list-style-type: none">• At least three voting Directors of the Board, one of which must be the Board Chair• The Chief Executive Officer will act as an ex-officio member
Chair	The Committee Chair will be a voting Director of the Board, appointed by the Board Chair.
Frequency of Meetings and Manner of Call	As needed, at the call of the Committee Chair.
Quorum	50% of the voting Board Directors.
Resources	The CEO will be assigned to this committee as a resource.
Reporting	To the Board.
Date of Last Review	September, 2020