

# Terms of Reference

## Nominations Committee

EODSA Board of Directors Committee

### Mandate

The Nominations Committee is a committee of the Board of Directors. It is responsible for ensuring that the Board of Directors is composed of persons sufficiently qualified and skilled to provide effective leadership to the EODSA.

### Objectives

- Conduct evaluation of current Board composition and requirements using the Board Recruiting Matrix as a guide, set out in Schedule A to this Terms of Reference, and any other method of evaluation the Committee deems appropriate
- Identify potential Board nominees for future consideration, as well as possible members for EODSA committees
- Interview potential Board nominees using the interview questions, as a guide, set out in Schedule A to this Terms of Reference. The Committee may ask any additional questions during the interview and recruitment process it deems appropriate
- Ensure that the number of nominees precludes acclamation
- Present a slate of qualified candidates to stand for election to the Board. Slate of candidates presented to the membership shall not be ranked.
- Follow the Recruitment and Selection Process as outlined in Schedule B to this Terms of Reference.

### Composition

There will be a maximum of seven members of the committee, including the Chair. Members of the committee will be appointed by the Board of Directors within one month of the AGM, or as required. The Chair of the committee will be appointed by the Board. Each of the 4 Club groups will be represented. The President is a member ex-officio of each committee and may appoint a designate to represent him or her.

### Reporting Structure

The Nominations Committee reports to the Board of Directors. Any recommendations of the Committee will be presented directly to the Board of Directors.

### Appointment Duration

Members of the committee will serve one-year terms, which dissolve immediately after the AGM.

### Meetings

The Committee will meet at the call of the Chair, at least two times annually and conduct correspondence and teleconferences at the discretion of the Chair.

### Review & Approval

The Board will review the committee's Terms of Reference and performance annually.

### Version Control

Date	Version Number	Created by	Reason
November 2019	1.0	Vicki Lowe	Draft
November 2019	1.1	Vicki Lowe	After consult with President
November 2019	1.2	Vicki Lowe	Adopted by Board