

Nominating Committee

Terms of Reference

1. General Purpose

1.1 The Nominating Committee (the “Committee”) supports the CICan Governance and President’s Office Professionals (“GPOP”) Board of Directors (the “Board”) by providing advice on nomination of individuals as candidates for the Board and officer positions.

2. Specific Responsibilities

2.1. The Committee has the following specific responsibilities:

- 2.1.1. To create a talent legacy for the Board to ensure smooth leadership transition.
- 2.1.2. To identify possible future Directors amongst the GPOP general membership and identify leadership potential.
- 2.1.3. To provide suggested nominations of individuals as candidates for the Board and officer positions to the Board for review and approval.
- 2.1.4. An effort shall be made to have diverse representation on the Board.
- 2.1.5. An effort shall be made to have national geographic representation on the Board.

3. Membership and Quorum

3.1. The Committee has a minimum of two (2) voting members.

3.2. The Board Chair shall be Committee Chair.

3.3. The Chair Elect shall be a Committee member.

3.4. The Past Chair will be invited to participate as a Committee member in an ex officio capacity.

3.5. A quorum for Committee meetings will be two voting members.

4. Meetings and Organization

The Committee -

- 4.1. Has a meeting calendar and an annual work plan for the year.
- 4.2. Meets at least quarterly with pre-determined dates and agendas.
- 4.3. Holds special meetings as required.

5. **Other**

The Committee -

- 5.1. Reports regularly to the Board, through the Committee Chair, on their activities.
- 5.2. Reviews annually their Terms of Reference to ensure they meet the current needs of the Board.
- 5.3. Presents changes to their Terms of Reference to the Board for approval.
- 5.4. Assesses annually the Committee's performance in carrying out its duties.