



Terms of Reference: NOMINATING COMMITTEE

These terms of reference provide the framework within which Taekwondo Canada's Nominating Committee shall operate. It is periodically reviewed against best practice in the area of corporate governance and is amended as appropriate. The terms of reference are reviewed and approved by the Board of Directors on an annual basis.

A. Mandate

1. The Nominating Committee is a standing committee of the Board. It is responsible for ensuring, on a continuing basis, that the Board of Taekwondo Canada is composed of qualified and skilled persons capable of, and committed to, providing effective leadership to Taekwondo Canada.

B. Composition and Appointment

1. The Board shall select and appoint members to the Committee by consensus.
2. The Committee shall comprise of not less than one (1) and not more than five (5) members, all of whom are members in good standing of Taekwondo Canada.
3. The Committee may also appoint a Vice Chair to fulfill the duties of the Chair in his/her inability or absence to act, and a Secretary to record the minutes of its meetings and report to the Board.
4. Members will serve from appointment until the completion of the next AGM election.
5. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term.
6. The Board may remove a member of the Nominating Committee for good cause as a result of a 2/3 majority vote. Such cause shall include:
 - conflict of interest;
 - failure to perform duties and responsibilities;
 - exceeding the limits of the member's authority;
 - discovery of a criminal record;
 - failure to respect and comply with the spirit and intent of the By-laws, rules and regulations, and policies of Taekwondo Canada.
7. While serving as a member of the Committee, a person shall not be named for nomination to the Board.





C. Key Duties

1. In fulfilling its mandate, the Committee will perform the following tasks:
 - a. Collect and verify nominations in accordance with the criteria. If the board has not already prepared the Call for Nominations Notice then the Nomination committee shall prepare an announcement requesting names for nomination to the Board, and upon Board approval, circulate the announcement;
 - b. Receive names of nominated candidates;
 - c. Present a slate of qualified persons to stand for election to the Board and conducts an assessment of the knowledge, skills and competencies of the current Board to identify any gaps in the composition of the board;
 - d. Ensure that the slate of candidates nominated for election are members in good standing of Taekwondo Canada and their member association;
 - e. Submit a copy of the list of candidates to the Executive Director for distribution to each Voting Member Organization prior to the Annual General Meeting;
 - f. Canvas and recruit if needed, suitable candidates to ensure that the composition of the Board creates a diverse and effective Board with consideration for:
 - gender equity;
 - regional representation;
 - skill-sets, experience and capabilities, including, but not limited to:
 - legal expertise
 - accounting or comparable expertise
 - community fund-raising expertise
 - governance expertise
 - public relations expertise
 - administration expertise
 - marketing expertise
 - communication expertise
 - business development
 - g. Where appropriate, identify candidates for future nomination to the Board and maintain this information for use by Taekwondo Canada and future Nominating Committees;
 - h. Where possible, carry out these duties in a manner that encourages a long-term view of Taekwondo Canada's leadership needs, as well as Board succession planning;
 - i. Communicate the outcomes of each meeting to the Board of Directors;
 - j. Perform such additional tasks as may be delegated to the Committee by the Board from time to time.

Approval

(Approved May 3, 2018)

