

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference Nominating Committee

Authority:

This committee is accountable to the NBHPCA Board and is governed by the By-laws of the NBHPCA and its Board of Directors.

Purpose:

The Nominating Committee shall nominate candidates at the annual meeting of the Association for each position of the Executive Committee and the Board of Directors to be filled at the annual meeting of the Association (Bylaw 13.1 a).

Function:

A call for expression of interest will be made every 2 years, or if a vacancy occurs between Board turnover, as is decided upon by the Nominations Committee. A deadline for applications will be stated. Individuals will submit a letter of interest and a completed NBHPCA skills matrix. This Committee will review the applications, conduct interviews, and submit the name(s) as a part of the proposed slate for the Board to the annual meeting (Bylaw 13.1c).

Membership:

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

Meetings:

An agenda will be available at each meeting.
Minutes will be kept of all meetings
A report of the meeting will be presented at the next Board meeting
Meetings will be held as needed to fill vacancies (current or upcoming)

Quorum:

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Nominations Committee
Approved by NBHPCA Board of Directors

January 2018
February 2018