



Lanark County  
Community Justice Program

## **NOMINATIONS SUB-COMMITTEE**

### **TERMS OF REFERENCE**

#### **PURPOSE**

This Committee is a Sub-Committee of the Governance Committee.

The Nominations Sub-Committee is responsible for the ongoing recruitment of persons to be considered for the Board of Directors and/or for various committees. The sustainability of leadership of LCCJP lies in the volunteers who step forward to be considered for these important positions. The Nominations Sub-Committee will identify the representation of skill sets required by LCCJP and conduct their recruitment accordingly. The Executive Director will provide staff support and assistance in the search process. The Executive Director will also maintain a contact list of persons who have expressed an interest throughout the year and this list will be utilized by the Nominations Sub-Committee.

At a minimum of once a year, the Nominations Sub-Committee will advertise through the media, our website and other channels that may be identified in order to provide public notice of our search for candidates. The Executive Director will assist with this process and will receive and administer all applications received.

Candidates for positions on the Board of Directors are required to submit their application a minimum of one month prior to the Annual General Meeting each year to allow sufficient time for the interviews and reference checks to be completed. Candidates for committee positions may submit applications on an ongoing basis year-round. The Nominations Sub-Committee will present the slate of potential Directors and explain the election process at the Annual General Meeting.

#### **MEMBERSHIP**

The Past Chair (if available) and two (2) Board members whose terms have ended and/or who are not running for re-election will form the membership of the Nominations Sub-Committee. The Executive Director will be ex-officio. In the event that there is no Past Chair, then the Board

may appoint a former Board member to assist on this Sub-Committee. The Board of Directors will ensure that the membership on this Sub-Committee does not include any Director or community member with any personal stake in the outcome.

## **CHAIR**

The Past Chair will be the chair of the Nominations Sub-Committee. If there is no Past Chair, the Sub-Committee will elect a Sub-Committee chair from among their members.

## **QUORUM**

Quorum is deemed to be achieved at a meeting with two (2) members plus the Executive Director (or designate) in attendance.

## **MEETING FREQUENCY**

Meetings will be a minimum of one (1) time per year. Additional meetings will be scheduled at the call of the Chair as needed.

## **REPORTING STRUCTURE**

The Chair will report to the LCCJP Board of Directors at the Board meeting that follows each Sub-Committee meeting. The Executive Director will track applications received and schedule interviews and reference checks.

## **PROCESS**

This Sub-Committee will use an interactive process with consensus decision-making. A note-taker will be selected at each meeting and the Executive Director will circulate the notes to the Sub-Committee members within ten (10) business days.

Any decisions of this Sub-Committee involving the use of LCCJP resources or financial contributions will need to be ratified by the LCCJP Board of Directors before being implemented.

## **REVIEW OF TERMS OF REFERENCE**

The Terms of Reference will be reviewed by the Sub-Committee annually with any recommended changes forwarded to the LCCJP Board for approval. The LCCJP Board of Directors is the final decision-maker for the content of the Terms of Reference.