**SCDSN NOMINATION COMMITTEE**

**TERMS OF REFERENCE\*\*\***

**Mandate**

The nomination committee will:

* coordinate the nomination of individuals for the Board of Directors
* ensure candidates for election by the membership have the skills to fulfil the goals of the Network
* coordinate the election of the Board at the Annual General Meeting

**Reporting**

The nominating committee will report to the membership at the Annual General Meeting.

**Membership**

The nominating committee will be comprised of at least 3 and no more than 5, SCDSN member representatives who are not candidates for election to the Board for the upcoming Board year plus the current Chair of the Board.

Committee Chair

The Committee Chair will be a member of the committee, selected by the committee.

The Committee Chair will:

* Ensure all member representatives have responded to the call for Board nominations
* Call committee meetings as required
* Present the committee’s findings as a slate of candidates for approval to the membership at the Annual General Meeting.

Board Liaison

The Board Liaison will be the Chair of the current Board. This is a non-voting position.

The Board Liaison will:

* Represent to the committee the needs of the Board for the future term
* Represent the experiences and skills of the current Board

Committee Members

The Committee members will be made up of SCDSN member representatives where the SCDSN member (i.e., the agency) will not be providing a candidate for nomination to the Board for the term the candidates are being reviewed for.

**Term**

The nominating committee will be struck annually following the April meeting of the Board of Directors and be dissolved after the Board election at the Annual General Meeting of that year.

**Meetings**

The Chair of the committee shall call meetings.

**Quorum:**

Quorum for meetings of the nomination committee is a majority of the members of the committee where the Committee Chair and Board Liaison are present.

**Procedures:**

1. Annually following the April meeting of the Board, the Chair of the Board will poll the Board and membership for the names of all member representatives wishing to stand for election to the Board; those not wishing to stand for election will be invited to join the Nominations Committee.
   1. The Board will determine the maximum number of potential self-nominees to allow for the minimum number of people needed for the nominations committee (not standing for election). Once that number has been reached no further nominations for Board positions will be accepted.
2. At the June meeting of the Board or at least sixty days prior to the Annual General Meeting of the SCDSN the Board Chair will announce the members of the Nominations committee.
3. The Committee Chair will approach all self-identified candidates for the new term and ask them to fill out a skills matrix (see Appendix One). Nominees will be asked to submit their written consent with the nomination.
4. The Committee will review the submissions and determine any needed qualifications:
   1. Where the number of potential candidates is less than the minimum number (<6) required for the Board, the Committee will recruit from among the members for additional candidates
   2. Where there are more than 6 but less than 9 candidates and the skills matrix results indicate a deficit, the Committee will recruit from among the members for additional, specifically qualified candidates
   3. Where there are more than 9 candidates the Committee will determine a slate of 9 candidates based on the results of the skills matrix
   4. Where there are more than 9 candidates, and the skills matrix results indicate a deficit, the Committee will recruit from among the members for additional, specifically qualified candidates and create a slate of 9 candidates based on the results of the skills matrix.
5. The nominating committee shall prepare a report to be distributed no less than fourteen days in advance of the Annual General Meeting to all members, identifying those members duly nominated for election as directors.
6. If required, the nominating committee will supervise the election of candidates, duly nominated for the board.

**Appendix One**

**Board of Directors Qualifications - Bylaws**

Article V – Directors, section 5.2 Qualifications:

**Qualifications** – The following persons are disqualified from being a Director:

* + 1. anyone who is not an individual (i.e. a human being);
    2. anyone who is under eighteen (18) years of age;
    3. anyone who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
    4. anyone who has been found to be incapable by any court in Canada or elsewhere;
    5. anyone who has the status of bankrupt; and
    6. anyone who is not a Member’s Representative.

**Board Skills Matrix** – see next page

**SCDSN Skills and Experiences Matrix**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this form is to determine the skills and experience provided by each of the candidates for nomination to the Board of Directors. Please fill it out providing a self-rating score and narrative for each Qualification, then sign and return it to the Chair of the Nominating Committee.

*Please provide as much detail as possible*

|  |  |
| --- | --- |
| **Qualification** | **Narrative**  ***Please provide details*** |
| Educational Background |  |
| Work experience  *(positions and length of time in those positions)* |  |
| Previous SCDSN Board experience |  |
| Other Association membership | Please list: |
| Strategic Planning |  |
| Stakeholder Engagement |  |
| Public Relations |  |
| Financial Risk Management |  |
| Political acumen/ Government Relations |  |
| Accounting/Financial |  |
| Board and Governance Training | Please list trainings: |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to be considered for nomination to the Board of Directors of the Specialized Clinical and Developmental Services Network (SCDSN) for the term \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* The 2023 nominations committee recommended future committees consider staggering terms to avoid a large turnover – this would involve changing the board terms from one year to two or three years.