

TERMS OF REFERENCE – NOMINATION COMMITTEE

Mandate

The Nomination Committee is a committee of the board. The role of this committee is to provide recommendations to the board about board membership and succession planning consistent with recommendations of the Governance Committee

Key Duties

The Committee will perform the following key duties:

- Maintain board membership and tenure listing
- Review Board composition and structure annually
- Ensure vacancies are addressed according to VBC By-laws and recommendations from the governance committee
- Develop and administrate the nomination process
- Identify and liaise with potential board members
- Conduct the election of officers at the AGM

Authority

The Committee has no authority to bind the board or Volleyball BC, and is strictly an advisory committee.

Composition

The Committee will be composed of the Past President, President, Executive Director, and at least one more non board members. The chair of the committee will be the past president, If the past president is unavailable this role falls to the current board president. The Committee may invite one or more non-board members to participate in meetings or the review of certain matters, but cannot incur expenses on behalf of VBC without the approval of the Executive Director.

Appointment

The Board shall confirm the appointment of specific members of the committee.

Meetings

The Committee will meet at least once per quarter in 2012, and then shall meet at least twice per year, or as needed. Meetings will be scheduled by the Committee Chair or Executive Director, and may be conducted via conference call, skype or other means.

Resources

The Committee should not require any significant resources, other than minor disbursements, and may not incur expenses without the approval of the Executive Director.

Reporting

The Committee will report to the Board at regular Board meetings, and may present written reports and recommendations.

Approval & Review

The Terms of Reference were approved by the Board of Directors of Volleyball BC on March 1st, 2012, and should be reviewed at least bi-annually.