



Committee Name: Nomination Committee
Type: Standing – Committee of the Board

Sub Committees: None

Date of Formation: September 2012

Sunset Date: N/A (Standing)

Staff Support: Sports Operations Manager (or designate)

Department Linkage: All

Committee Purpose (Scope):

- This is a standing committee of the Ringette BC Board.
- This committee exists to advise Ringette BC's Board of Directors in fulfilling its oversight responsibilities relating to succession planning, director nomination and overall board development.
- Vet nominations from the members of the club-Associations for annual volunteer recognition awards
- Make nominations to the BC Sports Hall of Fame in accordance with the SHF's rules and regulations.
- Make nominations to Sport BC for the President's award annually in accordance with Sport BC rules and regulations
- The committee does not have authority to make final decisions or allocate resources. It has only the authority to recommend same to the Board of Directors

Total # of Members (Minimum): 3⁽¹⁾

⁽¹⁾When possible, geographic diversity will be maintained.

Members:

- Appointed Board members.
- Chair shall be the current Chair of the Ringette BC Board.
- Members serve from appointment to re-striking of committee
- Should a vacancy occur, the Board may appoint a qualified person to fill remainder of term
- The Board may remove any member of the committee

Staff Support:
Sports Operations Manager

Other:

Meeting Frequency: As Required

Number of Meetings per year: As Required (No less than twice per year)

Budget:
As approved by Board of Directors

Top Expenditures:
As approved by Board of Directors

Ringette BC Strategic Plan Linkages:

X	Human Resource Development		
X	Operational Capacity		

REPORTING:

(Reporting Method to Ringette BC's Board of Directors & General Membership)

- Meeting minutes and notes will be maintained
- Updates provided for Board meetings
- The committee will report to the membership at the Annual General Meeting in the form of a written report

Mandate:

The Nomination Committee is a standing committee of the Ringette BC's Board of directors and is mandated to perform the following tasks:

1. Maintain Board membership and tenure listings;
2. Ensure any vacancies on the Ringette BC Board of Directors are addressed according to Ringette BC's by-laws;
3. Annually review the composition, including skills, knowledge, experience, gender and geographical diversity of the Board;
4. Develop, maintain and administrate the Ringette BC nomination process according to Ringette BC's by-laws and policies;
5. Identify individuals suitably qualified to become Board members and make recommendations to the Board on the selection of individuals nominated for directorships;
6. Oversee the call for director nominations.
7. Oversee the election process at the Annual General Meeting.
8. Ensure that nominations for Ringette BC Annual Volunteer recognition awards are received and recipients identified in time for the preparation of the awards to be made at the AGM.
9. Nominate Ringette volunteers to be inducted into the BC Sports Hall of Fame in accordance with their rules and regulations.
10. Make nominations to Sport BC for the President's award in accordance with Sport BC rules and regulations

Goals/Objectives:

The objectives of the Nomination Committee are:

1. Ensure, on a continuing basis, that the Ringette BC Board is composed of qualified and skilled persons capable of, and committed to, providing effective leadership;
2. Ensure the annual succession and selection of directors is done in accordance with Ringette BC's by-laws;
3. Communicate the concept and benefits of participating in the succession planning process to the general membership and other Board members.

Committee Composition: (Special Skills required for members) & Function

Composition:

The committee will be composed of a minimum of three (3) persons. The current Ringette BC Chair serve as the Chair of the Nominations Committee.

Function:

At any meeting of the committee, the majority of the members of the committee will constitute a quorum.

Motions of the committee including those related to issues such as finalizing publications, reports or

recommendations are subject to a majority vote of the committee.