

## Nominating Committee

<b>By-law reference</b>	<p>10.01 <i>The Nominating Committee shall:</i></p> <ul style="list-style-type: none"> <li>• <i>consist of at least three (3) persons, including the Past Chair serving as chair of the Nominating Committee, a Director, and a member of the organization. Any vacancy on the Nominating Committee shall be filled by the Board from those eligible to serve;</i></li> <li>• <i>solicit and recruit potential nominees for the Director positions and submit to the Directors' meeting, in writing, at least twenty eight (28) days prior to the Annual Meeting, the names of nominees for election to the Board of Directors along with a biographical sketch of all those nominated. Any Ordinary Member may then submit any further nominations provided that such nominations are submitted to the Board within 14 days prior to the Annual Meeting;</i></li> <li>• <i>submit a report to the Annual Meeting;</i></li> <li>• <i>present to the Board of Directors at its first Meeting names of nominees for election as Officers and members of the Executive Committee of the organization;</i></li> <li>• <i>solicit and recruit potential nominees for the positions of Officers and members of the Board of Directors should a vacancy occur.</i></li> </ul> <p><i>Provided that a member of the Nominating Committee who is otherwise qualified may be nominated for any position.</i></p>
<b>Purpose</b>	To ensure a full complement of membership on Board and Board Committees, striving to guarantee that all skills and strengths are identified and utilized in the best interest of Hospice Wellington.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct an annual survey of the interests of individual Directors in continuing to serve on the board and to serve on committees</li> <li>• Based on recommendations from the board on the structure of the board and committees, identify need to recruit additional board or committee members</li> <li>• Recruit additional Directors and committee members through a fair, professional and equitable process as per the strategic priorities of the Board</li> <li>• Make recommendations to the board and the membership on new Directors and community members</li> <li>• Prepare a slate of board committees and officers for consideration by the board at its first meeting following the AGM</li> <li>• Ensure succession planning is in place for officers of the board</li> </ul>

	<ul style="list-style-type: none"> <li>• Address any vacancies that occur on the board or committees through the year</li> </ul>
<b>Membership</b>	<p>Past Chair of the Board  Chair of the Board  1 additional board member  1 community members</p>
<b>Chair</b>	Past Chair of the board
<b>Frequency of Meetings</b>	As required
<b>Quorum</b>	50%
<b>Resources</b>	<p>Executive Director  Executive Assistant</p>
<b>Reporting</b>	The committee reports its plans, activities, accomplishments and recommendations to the Board by distribution of the minutes of its meetings, along with a verbal report, at the subsequent Board meeting. The minutes will be presented in a condensed format, summarizing outcomes only, with all private and confidential information removed.
<b>Term</b>	<p>Board members are appointed annually for a one-year, renewable term.</p> <p>Community members are appointed for a three-year term, renewable once unless extended by the Board.</p>
<b>Date of Last Review and Approval by Board</b>	September 6 <sup>th</sup> 2018