



COLLEGE OF APPLIED BIOLOGY

Professional Accountability

Nominations Committee: Terms of Reference

June 28, 2019

Purpose

To nominate members for the office(s) of President, Vice President(s) and for elected members of the Council.

Membership

- Immediate Past President or Council Lay member *
- Five Council appointed registrants in good standing with the College that must include:
 - One (1) Registered Biology Technician
 - Two (2) registrants from a region outside the South Coast

Committee members will be appointed at the June Council meeting and will serve for one (1) year.

The committee will be supported by the Registrar and other staff will assist in administration of the process when required.

*No member of Council shall serve on the nominating Committee except as Chair

Meetings

- Meetings will occur as frequently as required to fulfill the mandate with a minimum of two meetings per year

Duties and Responsibilities

- Conduct gap analysis of Council vacancies based on approved criteria for the evaluation of potential nominees.
- Solicit potential nominees for election to Council.
- Identify and contact potential nominees to determine their willingness to be nominated for election to Council.
- Develop Prospective Candidate Profile and Declaration Form for completion by potential nominees.
- Evaluate potential nominees based on the previously identified criteria, the completed profile and declaration form, and the requirements in the Rules (*please note that we will have to change our Rules to line up with the new regulation*).
- Advise Council of its nominees.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biology unless a formal decision has been made to communicate to external parties or organizations.

Resources and budget

The Nomination Committee will operate within the budget allocated by the Council of the College of Applied Biology. Should unforeseen expenses occur, the Chair will seek authority to overextend the budget from the College's Council.

Deliverables

- A fair, transparent and impartial Council election process in compliance with all regulations and Rules.

