

## **VWCA Nominating Committee Terms of Reference**

**Committee Name:** Nominating Committee

**Type:** Ad hoc

**Chairperson:** Appointed annually in October by the VWCA board

**Responsible to:** VWCA Board of Directors

**Purpose:** To solicit from the community nominations for election to the board of directors at the Annual General Meeting

**Timeframes, Reporting and Deadlines:** Reports to the board of directors prior to the AGM and to the membership at the AGM.

**Composition:** Two members from the board of directors and one or more from the community.

**Communication with Board through:** Reports orally to the board at their monthly board meeting, and by written report to the membership at the AGM.

**Specific Areas of Responsibility:**

1. Confirms re-election status of current board members.
2. Solicits nominees for election from amongst eligible community members.
3. Presents bios for nominees to members prior to the election
4. Presents a slate of nominees to the membership for election at the AGM

**Approval /Review Date:**

To be reviewed annually by the board in September.