

Nominating Committee Terms of Reference

Purpose

In partnership with the Executive Director/Registrar, Board and membership, the Nominating Committee will communicate with and mentor potential Board members and strive to obtain a sufficient number of nominations for the election process for Board vacancies.

Functions

To govern and manage the election process pursuant to the Social Work Profession Act, its Regulation and the MCSW Bylaws in cooperation with the Executive Director/Registrar including but not limited to:

- Causing a notice of election of members and students on the college website and via email to all MCSW members and students
- Causing a notice of election of public representatives on the college website
- Advising the Board of Directors of public representatives vacancies to the Board
- Causing the presentation of election results to the membership
- Working with the Board of Directors to recruit and mentor candidates for Board and officer positions

Membership & Terms

The committee shall be comprised of the Past President as chair. A minimum of 2 additional members shall be appointed annually by the Board from among its members. In the absence of a Past President, the chair shall be appointed by the Committee from among its members.

Meetings

The chair of the Nominating committee will convene meetings as determined to be necessary to conduct the business of the committee. The chair shall issue a notice of the meeting to all members of the committee, at least seven (7) calendar days prior to the date of the meeting and shall include an agenda of the matters to come before the meeting.

Minutes of all meetings shall be recorded by a designated person acting as Recording Secretary and a copy shall be provided to the MCSW Administrative Coordinator.

Reporting

The Nominating Committee shall have direct accountability and reporting responsibility through the chair of the committee to the board.

Quorum

A quorum for a meeting of the Committee shall be three (3) voting members.

Confidentiality

All matters which come before the Nominating Committee are to be considered internal to the organization and treated as confidential. Attendance at meetings is not open to persons who are not members of the Nominating Committee unless expressly invited by a consensus of the Committee members. Discussion and decisions occurring in a meeting of the Nominating Committee may be disclosed to the Board of Directors in a manner that respects confidentiality.