

# **L'ARCHE AVALON INC.**

## **TERMS OF REFERENCE**

**Committee Name: *Nomination Committee***

### **Committee Mandate and Tasks**

#### Summary Role

The Nomination Committee ensures that all members are made aware of the processes and eligibility criteria for nomination of candidates for election as Board Members, or appointment to Board Committees.

The Nomination Committee encourages members to serve as Board and Committee members.

It ensures that at least enough members are willing to put their names forward for election each year to fill the vacancies that occur on the Board. At the same time, it ensures that all eligible members wishing to put their names forward for election to the Board of Directors, or consideration for appointment as Committee members, have an opportunity to do so

### **Committee Chair**

The Committee Chair will be selected from and appointed by the Board of Directors.

### **Committee Membership**

Two directors from the Board plus at least one member of L'Arche Avalon.

The Chair of the Board is an ex-officio member of all Committees of the Board and may attend Committee meetings in that capacity.

### **Member Term of Office**

Appointments to the Nomination Committee will be for a one-year term and may be renewed annually by the Board.

## **Committee Meetings**

The Committee will meet at least twice a year and at other times as necessary to accomplish the goals of the Committee for that year.

All members of the Committee will be notified sufficiently in advance of meetings of the Committee.

Committee members will practice honest and respectful communication at meetings so that when struggles or conflict arise, they are ready to handle it with transparency, care and co-operation.

## **Quorum**

Decisions and recommendations of the Committee may only be made when there is a numerical majority of the members of the Committee participating in the meeting (either in person or by electronic participation).

## **Sub-Committees**

If the committee feels it is necessary, it may direct a sub-committee of the committee members to work on a particular aspect or project related to the Committee's mandate.

## **Finances**

Any requests for funding above the allotted budget related to the activities of the Committee will be forwarded to the Finance and Audit Committee for consideration and to the Board for approval.

## **Committee Reports**

The Committee Chair will report in writing to each Board Meeting on the activity of the Committee since the last Board meeting. If no Committee activity has occurred since the last Board meeting, that will be reported in writing to the Board.

Committee Reports will be provided to Board Members via email at least 3 days before a regularly scheduled Board meeting.

All decisions and recommendations made by the Committee will be reported to the Board for approval or adaptation.

The Committee Chair will give the Chair of the Board a written annual report of the Committee for inclusion in the Annual Report.

### **Annual Evaluation**

The Committee will hold the Community Mandate and its principles in mind when conducting its work.

The Committee will review its mandate each year and evaluate how well that mandate has been met over the past year. A written review of that review and evaluation will be sent to the Board with the committee's annual report, along with any recommendations for changes to the Committee's mandate or Terms of Reference.