



**Terms of Reference**  
**Nominating Committee**  
*Approved by the Board of Directors*

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### **Composition**

- Chair (appointed by the Board of Directors)
- Up to 4 Members at Large
- President (ex-officio)

The composition of the Nominating Committee is approved by the Board of Directors annually.

### **Responsibilities and Authority**

The Nominating Committee is responsible for ensuring that the Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership for Rope Skipping Alberta.

### **Function**

- Seek, identify, and recruit qualified individuals to stand for election as Directors.
- Ensure that candidates for election meet the qualifications to serve as a Director, and have fulfilled any additional requirements.
- Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
- Promote a regional balance in the composition of the Board by recruiting candidates from different regions of the province.
- Promote diversity of the Board in relation to gender, age, language, ethnicity, professional backgrounds and personal experiences.
- Have regard to the specific and desired competencies required on the Board as a whole in soliciting nominations.
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Where appropriate, identify individuals for future nomination as directors and maintain this information for use by future Nominating Committees of RSA.
- Carry out these duties in a manner that encourages a long-term view of RSA's leadership needs, as well as Board succession planning.
- Prepare communications for the Association's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.

- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the President and Secretary following each meeting.
- Provide a list of Committee Members annually for approval by the President.
- Ensure that the Terms of Reference for the committee and related tasks group are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Approved: February 25, 2018