

NOMINATING COMMITTEE TERMS OF REFERENCE	
Type of Committee	Committee appointed by the Directors
Purpose	The Nominating Committee is responsible for ensuring that the I-SPARC Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance and leadership to the organization.
Duties & Responsibilities	<p>Identify candidates (using public advertising vehicles, relationships, staff knowledge, Board knowledge, and database mining), cultivate candidates, recruit nominees, interview and recommend candidates for election to the Board.</p> <p>Seek, identify, and recruit qualified individuals to stand and be appointed as Directors. In addition to seeking candidates through the usual communications means within the I-SPARC community, the Nominating Committee will also issue an open call for nominations through other related sectors and appropriate communication channels.</p> <p>Communicate directly with each candidate to discuss the roles, responsibilities and expectations as a Director.</p> <p>Promote diversity of the Board in relation to gender, age, Indigenous ancestry, professional backgrounds and personal experiences. However, qualifications and specific skills sets required by I-SPARC from time to time will be important attributes to also consider.</p> <p>Conducts and analyzes a skills matrix of current and candidates to ensure a diverse and broad range of skills on the board to assess the performance and makeup of the Board - discovering what skills, experiences and relationships Board needs now and for the future, and seek to fill the gaps.</p> <p>Oversee all aspects of the appointment process leading up to and at the Annual General Meeting, including identifying and enforcing specific timelines and any other administrative requirements.</p> <p>Where appropriate, identify individuals for future nomination and maintain this information for use by future Nominating Committees of I-SPARC.</p>
Membership	<p>The Directors of I-SPARC will appoint the Nominating Committee annually.</p> <p>The Committee will be comprised of three independent and impartial members, one of whom will be the Chair of the Committee.</p> <p>All members will not have any direct or current affiliation with I-SPARC, as an employee or volunteer, or hold a role as an employee or director with any of I-SPARC's partner agencies.</p>

	<p>The Board, to support a succession planning for this committee, may appoint an additional member from time to time.</p> <p>The Board will designate the Chair of the Nominating Committee</p> <p>Members of the Nominating Committee may not become a Director while active on this committee. Nominating Committee members who wish to be considered as a Director may not apply for a period of six months; once their term has expired.</p> <p>The Nominating Committee will finalize nominations at least 30 days before the Annual General Meeting and will circulate same to all members not less than 14-21 days before the Annual General Meeting.</p>
Scope of Decision Making	The Committee will govern itself by consensus. Where consensus cannot be reached, the Chair may request a vote. The majority vote will become the Committee's decisions. In all cases, the Board is the final authority.
Meetings	<p>The Committee will meet a minimum of two times per year</p> <p>Committee members are appointed by the Directors annually</p>
Reporting	<p>The Committee will make recommendations to the Membership in all areas identified above. The Committee will also report to the Board through its Chair.</p> <p>A written report will be filed with the Board of Directors at least once per year and will file a written report to the Annual General meeting.</p>
Term/ Review Date	The term for this ad hoc committee will be determined by the board.