



H. Nominating Committee Terms of Reference

Membership

There shall be two (2) co-Chairs one of whom shall be a Board Director and the other co-Chair shall be a member at large nominated by the committee and appointed by the Board. Two (2) additional Board members and one (1) additional member at large shall sit on the committee for a total of five (5) members. A staff liaison shall be appointed to the committee as an ex-officio non-voting member. The CEO or delegate shall be an ex-officio non-voting member.

The RAIC will strive to include values of equity, diversity, and inclusion (EDI) within the membership of its committees.

Terms:

The members at large shall serve three-year terms. The terms shall be staggered when possible.

Purpose

The Nominating Committee shall coordinate the nomination process for Directors and Executives to be proposed for election at the Annual General Meeting.

The Work of the Nominating Committee

- Oversees and makes recommendations to the Board regarding Board succession.
- Oversees and makes recommendations to the Board regarding nominations for member of:
 - Standing Committees except for the College of Fellows Officers and College of Fellows committees
 - RAIC Board Committees
 - RAIC Board Task Forces
 - Board of Directors
- Oversees the RAIC Volunteer Program.
- Lead the implementation of *B-6 Nominations and Elections*
- Ensures the appropriate mix of skills and number of directors on the Board of Directors annually.
- Work with Board members and national office staff to solicit nominations for vacancies and conduct elections.

Reporting

The Nominating Committee reports bi-annually to the Board of Directors with respect to its activities.

The Nominating Committee may be appointed further responsibilities as described in Part 2 of the Governance Manual.

Frequency of Meetings

The Nominating Committee will meet at a minimum quarterly.