

**DEEP RIVER AND DISTRICT HOSPITAL
FOUR SEASONS LODGE
NORTH RENFREW FAMILY HEALTH TEAM**

Terms of Reference: Nominating Committee	
Original Date: 2016-04-27	Policy Manual: Governance
Approved by: <input checked="" type="checkbox"/> Board of Directors <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Nursing Executive	

Purpose

The Nominating Committee will strive to ensure that there is a broad spectrum of talented and experienced candidates for the positions of Director on the Board and patient / resident representatives on a Board Committee.

Objectives

The Committee is responsible to the Board of Directors for the following:

- Consistent with the By-Laws of the Corporation, and the guidance of the Governance Committee (based on a review of the skills matrix data for the Board), soliciting a list of candidates for consideration by the membership of the Corporation for election at the Annual Meeting to fill vacancies caused by expiry of Director's terms or to fill an unexpired term vacancy.
- Identifying patient / resident representatives to serve on Board Committees.
- Arranging for advertising at least once a year.
- Personally soliciting individuals for consideration.
- Requesting applications and background resumes from potential candidates.
- Reviewing applications and interview candidates with respect to their skills and areas of expertise pertaining to the needs identified for the Board of Directors.
- Submitting a slate of candidates for Directors to the Board for approval and submission to the Members for election at each Annual Meeting of Members.
- Submitting a slate of candidates for Directors and patient / resident representatives on Board Committees to the Board for approval
- The Nominating Committee will attempt to recommend candidates that reflect the diversity of the communities served.
- Following the Board Member nomination process each year, all applications are filed by administration.
- Having the Committee Chair conduct the election of Directors at the Annual Meeting of the Corporation.

Membership

- One Board Member

68562655-2

This is a controlled document prepared solely for use at Deep River and District Hospital (DRDH). DRDH accepts no responsibility for use of this material by any person or organization not associated with DRDH. No part of this document may be reproduced in any form for publication without permission of DRDH.

A printed copy may not reflect the current electronic document and should always be checked against the electronic version prior to use.

- Two to three patient / resident representatives at large from the community, appointed by the Board Chair
- Chief Executive Officer

Chairperson

- A Member of the Board will be appointed as Chairperson by the Executive of the Board.

Recorder

- Executive Assistant

Terms of Appointment

- Based on position
- All Board Committee Members will be appointed annually, by the Board Chair.

Quorum

- A majority of Members (50% plus 1) entitled to vote shall constitute a quorum.

Frequency of Meetings

- The Committee will meet a minimum of 2 times a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.

Circulation

- Minutes will be circulated to all Committee members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

Reporting Relationship

- The Committee reports to the Board of Directors.

Confidentiality

- In the course of Committee business, confidential information about staff and/or patients and/or residents may become known to Committee Members. Members have the responsibility to keep such information confidential.

Reference Documents	•
Acknowledgements	•
Review Process	<ul style="list-style-type: none"> • Nominating Committee – 2023-04-28 • Governance Committee – 2023-03-29 • Board of Directors – 2023-04-26