

## DEEP RIVER AND DISTRICT HOSPITAL

<b>Terms of Reference:</b> Nominating Committee		
<b>Original Date:</b> 2016-04-27	<b>Revision</b> <input type="checkbox"/> <b>Review</b> <input checked="" type="checkbox"/> 2017-04-10	<b>Policy Manual:</b> Governance
<b>Approved by:</b>		
<input checked="" type="checkbox"/> Board of Directors	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Officer	<input type="checkbox"/> Human Resources Officer

### Mission Statement

The 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 Community Member on a Board Committee.

### Membership normal

The committee chair is to be elected by a majority of the voting members of the Corporation at the Annual General Meeting.

One member of the Board.

Two members at large from the Community appointed by the Board.

### Meetings

At least two times per year – at the Call of the Chair

### Principal Functions

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), solicit a list of candidates for consideration by the membership of the Corporation for election at the Annual General Meeting to fill vacancies caused by expiry of Director's terms or to fill an unexpired term vacancy.
- Identify community members to serve on Board Committees.
- Arrange for advertising in the local paper at least once a year.
- Personally soliciting individuals for consideration.
- Request applications and background resumes from potential candidates.
- Review applications and interview candidates with respect to their skills and areas of expertise pertaining to the needs identified for the Board of Directors.
- Submit a slate of candidates for Directors and Community Members on Board Committees to the Board for approval.
- Ensure that nomination papers are correctly completed.

- Following the Board Member nomination process each year, the committee forwards all Board of Directors applications to the Hospital administration for filing.
- Conduct the election of the Annual General Meeting of the Corporation.

Reference Documents	•
Acknowledgements	•
Review Process	• Nominating Committee – 2017-04-10