

**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 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

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 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 General Meeting to fill vacancies caused by expiry of Director's terms or to fill an unexpired term vacancy.
- Identifying patient 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 and patient representatives on Board Committees to the Board for approval.
- Ensuring 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.
- Having the Committee Chair conduct the election of new and/or renewing Members at the Annual General Meeting of the Corporation.

Membership

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

Chairperson

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- 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 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 – 2019-04-17 • Governance Committee – 2019-09-04 • Board of Directors – 2019-09-18