
NOMINATIONS COMMITTEE TERMS OF REFERENCE

1.0 Responsibilities

1.1 Nomination of Directors

As outlined in Article IV of the OVA by-laws, the Nominations Committee solicits nominations for Directors to be elected at each Annual General Meeting.

1.2 Board / Committee Appointments

In the event of a vacancy on the OVA's Board of Directors, the Committee is to be retained to solicit and evaluate candidates to be appointed to fill such vacancies.

Standing or other committees of the Board may, but are not required to, engage the Committee to assist with the evaluation of candidate appointees.

Operational (non-Board) committees that wish to retain the Committee for the evaluation of potential appointees may request that the Executive Director solicit the Committee's assistance. The Executive Director has the authority to either proceed with or deny such a request from an operational committee.

2.0 Membership and Term

The Board will appoint three to five members to the Nominations Committee; at least one must be a Director whose term on the Board is not set to expire in the year of their appointment to this Committee. Other candidates for the Committee must meet the eligibility criteria outlined in Article IV of the OVA By-laws. (The Board may engage past members of the Board to serve on this Committee, provided that those individuals continue to meet the eligibility requirements of Article IV.)

The Board will designate one of the appointees as Chair.

Members' terms will expire on the day after the AGM following their appointment. Appointments may be renewed, provided that the candidate continues to meet the conditions outlined above.

3.0 Functions

The Committee's functions include

- A. overseeing the development and publication of a Call for Nominations for directors in advance of either an AGM or any appointment process undertaken to fill a Board vacancy;
- B. where requested, working with Chairs of Board or operational committees to oversee a Call for Nominations process for committee vacancies;

- C. reviewing nominations received following a Call for Nominations to determine eligibility and suitability for nomination, giving consideration to the desired attributes outlined in Appendix A;
- D. for any appointment process, identifying eligible candidates for the appointment, and providing a recommendation to the Board of Directors (for a Board vacancy) or the appropriate committee chair (for a committee vacancy); and
- E. prior to the AGM, identifying eligible candidates for each position up for election, along with, at the Committee's option, a recommended candidate for each position.

(Information about eligible election candidates, along with any recommendations, will be communicated to OVA management at least 15 days prior to the AGM, so that the OVA can make those details available to the membership at least ten days before the AGM.)

4.0 Meetings

The Committee shall hold a meeting in September of each year to begin preparing the Call for Nominations for that year's AGM (typically held in December). The Committee will establish other meeting dates each autumn, as necessary, to review nominations for the AGM elections.

The Committee will also meet as required to establish Calls for Nominations to fill Board or committee vacancies, and review nominations received for such vacancies.

Quorum for any meeting shall be three members.

5.0 Decision-making Process

Committee decisions will be by consensus where possible, but if voting occurs, each member in attendance is entitled to one vote. The Chair is entitled to a second vote in case of a tie.

Any question of procedure shall be referred to the most recent edition of *Perry's Call to Order*.

6.0 Staff Support

The Committee shall receive the necessary administrative and financial support from the OVA to fulfill its mandate.

APPENDIX A: DESIRED ATTRIBUTES

A1.0 Qualifications and Experience

In evaluating the suitability of candidates, the Committee will give consideration to the following qualifications and experience.

- A Canadian professional accounting designation
- A Canadian law degree
- Other degrees (e.g. MD, PhD, MBA, Sport Science)
- A human-resources professional designation (e.g. CHRP)
- Experience / contacts in media, marketing, public relations
- Fundraising experience and funding source contacts
- Experience in management, organizational development, strategic planning
- Experience in government relations
- Experience as an athlete

A2.0 Knowledge

The Committee will evaluate a candidate's knowledge in the following areas.

- Knowledge about not-for-profit governance and operations
- Knowledge of sport administration and the Long-term Development model
- Knowledge of policy development
- Knowledge of performance measurement, program evaluation, and reporting
- Knowledge of the sport of volleyball

A3.0 Characteristics

The Committee will consider the following characteristics in identifying suitable candidates.

- Ability and capacity to fulfill the commitment required
- Ethical and values-based behavior
- Commitment to the OVA's vision, mission, and values
- Ability to represent the diverse interests of the membership