

## Nomination Committee Member Roles & Responsibilities

### Context and Purpose

The primary responsibility of the Nomination Committee is to create a ballot with the best candidates for the annual Board of Directors election. This will be accomplished by following the election process and being familiar with the guiding documents (SCC bylaws, election policies and guidelines).

The expected time commitment will be approximately 5-10 hours per month.

### Committee Member Responsibilities:

- Regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the Board and make recommendations to the Board with regard to any changes
- Give full consideration to succession planning for directors and other senior executives in the course of its work, taking into account the challenges and opportunities facing the company, and what skills and expertise are therefore needed on the Board in the future
- Be responsible for identifying and nominating for the approval of the Board, candidates to fill board vacancies as and when they arise
- Before appointment is made by the Board, evaluate the balance of skills, knowledge, experience and diversity on the board, and, In light of this evaluation prepare a description of the role and capabilities required for a particular appointment
- Attend nomination committee meetings and conference calls
- Treat all information and discussions in a confidential manner
- Exhibit no bias to or advocacy for any candidate(s) or issue(s)
- Informing new directors about society goals, vision, mission and organization

### Term:

2 years

### Interested in applying?

Please fill out the Expression of Interest form [here](#).

### Have a question?

Please email Faith Neale, SCC Coordinator at [fneale@gyneoncology.ca](mailto:fneale@gyneoncology.ca)

This document has been adapted from: [Nominating Committee Member Job Description \(soa.org\)](#), [Nomination Committee - Overview, Responsibilities, Best Practices \(corporatefinanceinstitute.com\)](#), [Nomination & Governance Committee Terms of Reference - Ceres](#)