

SQUASH CANADA NOMINATIONS COMMITTEE – TERMS OF REFERENCE

Nominations Committee	
Mandate	<p>The Nominations Committee is a ad hoc committee of the Board of Squash Canada. It is responsible for seeking, identifying, and recruiting qualified and skilled individuals capable of providing effective governance leadership to the Squash Canada Board of Directors. It is an advisory committee.</p> <p>Members of the Nominations Committee should possess a high level of knowledge of Squash Canada’s operations and the requirements of being a member of the Squash Canada Board of Directors. They should be able to assess the skills necessary for the Board to be success in their roles.</p>
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • Seek, identify, and recruit qualified individuals to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the sport community, the Committee will also issue an open call for nominations via the Squash Canada office through promotional efforts including, but not limited to, press releases, Squash Canada’s website, and other online services where suitable. • Distribute the Call for Directors via the Squash Canada office or other communication methods as required. • Ensure that candidates for election meet the qualifications and eligibility requirements to serve as a Director and that they have fulfilled any additional requirements, including those described in the Nominations Policy. • Promote diversity of the Board about gender identity, age, language, ethnicity, professional backgrounds, and personal experiences, meeting all requirements as outlined in the Squash Canada Bylaws. • Consider the specific and desired competencies required on the Board when soliciting nominations. • Prior to each election, review the Candidate Application Forms and Board Assessment tool to recommend their preferred candidates. The nomination committee shall hold interviews with any new potential candidates and may request to hold interviews with incumbents. • Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements. • Identify individuals for future nomination as Directors as well as any rejected candidates and maintain this information for use by future Nominations Committees. • Carry out these duties in a manner that encourages a long-term view of Board succession planning. • Such additional duties as may be delegated to the Committee by the Board from time to time.
Authority	<p>The committee will provide recommendations to the Squash Canada members and Board where appropriate. The Committee will make formal recommendations to the</p>

	<p>Squash Canada Members and Board of Directors for candidates to serve on the Squash Canada Board of Directors.</p> <p>The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.</p> <p>The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
Composition	<p>The Committee will consist of three (3) individuals appointed by the Board of Directors and will include a minimum of one (1) Director who is not subject to election. Individuals who are interested in being elected or re-elected to the board must not be appointed to the Committee</p> <p>The Chair of the Committee will be appointed by the Board.</p> <p>Members of the Committee will serve term from appointment to the next Annual General Meeting at which elections are held. Members of the Committee may be re-appointed.</p>
Meetings	<p>The Committee will meet virtually, as required. Meetings will be at the call of the Chair or of two Committee Members. Quorum will consist of a majority of Committee Members.</p>
Resources	<p>The Committee will receive the necessary resources from Squash Canada to fulfill its mandate. The Committee may, from time to time, receive administrative support from Squash Canada.</p>
Reporting	<p>The Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair. Minutes of meetings of the Committee must be available to be submitted to the Board within thirty (30) days following a meeting.</p> <p>The committee must submit a final report for the Squash Canada Membership and is required to be submitted in accordance with the Squash Canada By-laws.</p>
Approval and Review	<p>The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.</p>
Other	