

Nominations Committee Terms of Reference

1. Purpose

The purpose of the Nominations Committee is to oversee and direct the Council nominations process to:

- *ensure compliance with the Licensed Practical Nurses Act, 2000 and SALPN bylaws as they relate to the nominations process*
- *attract high-calibre individuals to the Council using a fair, open and transparent process*
- *make recommendations and seek approval of the slate of Council Members to be elected by the members.*

2. Structure

Membership

- *A minimum of three Council Members*
- *One member must be a Public Appointee of the Council*
- *Non-Council Members may also participate on the Committee*

Duration of Term

- *The Nominations Committee is convened on an annual basis in advance of the Council elections process*

3. Responsibilities

The committee oversees and directs an annual Council-informed process to find, attract and finalize the nomination of Council Members and officers to ensure a high-performing Council, which may include:

Identification of Skills and Expertise Required by the Council

- *Review and consider the roles and responsibilities of the Council and the SALPN's short and mid-term priorities, strengths, weaknesses, opportunities and threats.*
- *Based on this review's findings and conclusions, identify the skill sets and/or expertise required by the Council to effectively fulfil the SALPN's mandate.*
- *Assess the existing skill sets and expertise of Council Members and determine any specific expertise or skills that the Council requires. The results of this assessment will be presented to the Council for review.*

Recruitment of Nominees

- *Develop and direct a nominations process that identifies strategies for communicating with and identifying potential Council Members with the required skill sets and expertise. Potential strategies may include:*
 - *broad and targeted email communications*
 - *targeted interactions with potential candidates*
 - *informational webinars*
 - *information on the SALPN website.*
- *At a minimum, the nominations process will include sharing a description of the Council Member's role and commitment requirements, including the Council, Council Member and Officer Terms of Reference and any specific skills or areas of expertise.*

Outline the Application Process

- *All those interested in being considered for nomination to the Council will be required to complete a form summarizing their skills, experience and expertise and describing their interest in being a SALPN Council Member.*
- *Nominees will be required to participate in a preparation session providing information about the role of the SALPN Council and Council Members.*

Review of Applications

- *Review all submissions and assess the applications against the needs of the Council and the eligibility requirements as prescribed in the bylaws.*
- *Hold a mandatory preparation session to provide information about the role of the SALPN Council and Council Members.*

Approval of the Slate of Candidates

- *Ensure all candidates meet the pre-election requirements and confirm the nomination with each candidate.*
- *The Committee will recommend a slate of candidates to present to SALPN Members for election.*

Management of Council Vacancies

A vacancy arises when a member of Council formally resigns, ceases to be eligible, is removed by the Council, assumes an officer role, or there are no members willing to stand for election.

Section 10 of the Licensed Practical Nurses Act, 2000 allows the Council, at its discretion, to fill any vacant Council position by appointing an LPN to the Council for the unexpired portion of the term of office or until the next regularly scheduled election, whichever occurs first.

The Nominations Committee shall direct the process to recruit (if required) and select a suitable candidate for recommendation to the Council.

4. Meetings

The Nominations Committee will meet at least one time prior to the Council elections process; however, the Committee can be convened at any time if a vacancy occurs.

The Committee may choose to hold additional meetings if it considers them necessary for it to carry out its responsibilities effectively.