

Terms of Reference: Alberta Summer Swimming Nominations Committee



1. Purpose:

The Alberta Summer Swimming Nominations Committee is responsible for identifying and recommending individuals to fill positions on the Board of Directors for Alberta Summer Swimming. The Committee will ensure that the Board of Directors comprises individuals with diverse backgrounds, skills, and experiences, who are committed to advancing the mission, vision, and values of Alberta Summer Swimming.

2. Composition:

The Nominations Committee shall be composed of a minimum of three members of Alberta Summer Swimming. The Committee shall select a Chairperson from amongst its members.

The ASSA President or Designate shall act as the ex-officio to the committee as described in the ASSA bylaws

3. Responsibilities:

The responsibilities of the Alberta Summer Swimming Nominations Committee shall include:

- a. Identifying potential candidates for the Board of Directors through a variety of means, including but not limited to, networking, referrals, and advertising.
- b. Evaluating and vetting candidates for eligibility, experience, skills, and suitability for the role.
- c. Interviewing and assessing candidates to ensure that they have a clear understanding of the role and responsibilities of a board member and are committed to advancing the mission, vision, and values of Alberta Summer Swimming.
- d. Making recommendations to the Board of Directors for the appointment or election of new board members.
- e. Ensuring that the composition of the Board of Directors reflects the diversity of Alberta Summer Swimming and that it comprises individuals with the necessary skills, experiences, and perspectives to support the strategic direction of the organization.
- f. Providing ongoing support and guidance to new board members to ensure that they are effectively integrated into the board and the organization.

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4. Authority:

The Alberta Summer Swimming Nominations Committee shall have the following authority:

- a. To establish its own procedures and guidelines for the conduct of its work, subject to approval by the Board of Directors.
- b. To request and receive information from any employee or volunteer of Alberta Summer Swimming, as necessary, to fulfill its responsibilities.
- c. To recommend changes to the composition or size of the Board of Directors, subject to approval by the Board of Directors.

5. Reporting:

The Alberta Summer Swimming Nominations Committee shall report to the Board of Directors on a regular basis, and at least once per year, on the status of its work, including the identification and evaluation of potential board members, and the recommendations made for new appointments or elections.

6. Meetings:

The Alberta Summer Swimming Nominations Committee shall meet on a regular basis, as necessary, to fulfill its responsibilities. Meetings may be held in person or virtually, at the discretion of the Committee.

7. Term:

Members of the Alberta Summer Swimming Nominations Committee shall serve for a term of 1 year, renewable for a maximum of two additional terms. The Chairperson shall serve for a term of two years, renewable for a maximum of one additional term.

8. Conflict of Interest:

Members of the Alberta Summer Swimming Nominations Committee shall disclose any actual or potential conflicts of interest related to their role on the Committee and shall recuse themselves from any discussions or decisions related to such conflicts.

9. Amendments:

These Terms of Reference may be amended by the Board of Directors at any time.