



Canadian Institute for Procurement and Materiel Management
Institut canadien d'approvisionnement et de gestion du materiel

Terms of Reference for the CIPMM Nominations Committee

1. INTRODUCTION

The Nominations Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Institute for Procurement and Materiel Management (CIPMM). It is responsible for ensuring, on a continuing basis, that the CIPMM Board of Directors is composed of competent persons capable of, and committed to, providing effective governance leadership to the CIPMM.

2. ROLE AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board, the Nominations Committee will perform the following duties:

- The Committee will perform the following key duties:
- Recruiting: Seek, identify and recruit qualified individuals to stand for election as Directors. Identifying Potential Future Candidates: Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future Nominations Committees.
- Qualification Check: Ensure that candidate qualifications are documented in the Candidate Assessment Tool.
- Briefing Candidates: Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
- Promoting Regional Balance: Promote a regional balance in the composition of the Board by recruiting candidates from different regions of the country.
- Promoting Diversity of the Board: Promote diversity of the Board in relation to gender, age, language, ethnicity, professional backgrounds and personal experiences.
- Ensuring Specific and Desired Competencies: Have regard to the specific and desired core competencies required on the Board as a whole in soliciting nominations.
- Overseeing the Election Process: Oversee all aspects of the election procedures leading up to and at the Annual General Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Ensuring Fulfillment of Long-Term Leadership Requirements: Carry out these duties in a manner that encourages a long-term view of the CIPMM’s leadership needs, as well as Board succession planning.
- Additional Duties: Such additional duties as may be delegated to the Committee by the Board from time to time.

3. MEETING FREQUENCY

The Nominations Committee will meet as determined by the Chair but no less than 4 times per fiscal year.

4. MEMBERSHIP

The Governance Committee will be composed of a minimum three Directors and the Chair.

5. DECISIONS RECORDS

The Chair will be responsible for:

- Preparing and distributing meeting notices, agendas and other meeting materials to Committee members; and,
- Recording decisions from committee meetings.