



## Committee Terms of Reference

<b>Committee Type</b>	Standing
<b>Committee Name</b>	Nominations Committee
<b>Created</b>	In accordance with Part 6 of BC Soccer Bylaws
<b>Reviewed</b>	Annually
<b>Term</b>	November 2025 to November 2028

Works with the Board and Chief Executive Officer (or designate) to ensure sufficient and appropriate candidates are presented to the membership for elections; provides succession planning guidance to the Board of Directors.

**Membership:** The membership of the Nominations Committee shall be comprised of a minimum of three members, one of which shall be the Chair. No member of the Committee may stand for election during their appointment. The Director of Operations shall be a fully participating member of the Committee.

**Terms:** All committee members shall be appointed for three (3) year terms ending at the annual general meeting of BC Soccer in November.

**Formation:** The Committee Chair is approved by the Board of Directors, upon a recommendation from the President of BC Soccer. The approved Committee Chair selects the Committee members that are approved by the Board of Directors. The Committee Chair will solicit feedback from Committee members upon resignation or completion of term.

**Goals:** The goal of the Committee shall be to assist the Board of Directors of BC Soccer in carrying out its internal governance responsibilities by developing and implementing effective plans and processes for the recruitment, nomination, and orientation of candidates for the Board of Directors.

### Deliverables:

1. Recommend to the Board of Directors strategies and processes for the recruitment and nomination of potential Directors
2. Prepare for the Board an announcement requesting names for nomination to the Board and, upon Board approval, circulate the announcement to the membership.
3. Circulate to the membership a list of those candidates whose name is standing for election 30 days prior to the AGM.
4. Be responsible for delivering against additional board agreed priorities.

**Jurisdiction:** The Committee may recommend changes to the Board of Directors regarding nominations policies and procedures.

**Governance:** A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required. Staff members/liasons do not hold a vote.

**Communications:** Communications shall be typically by online meetings, conference calls, face-to-face meetings and emails, as called by the Chair of the Committee based on the circumstances.

**Relationships:** The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

**Related Bylaws:** The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

**Compliance:** Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

**Staff Liaison:** The Chief Executive Officer (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

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