



Nominating Committees Terms of Reference

Effective: September 14th 2016
Last Reviewed: September 14th 2016

USC Council
To be Reviewed: November 2018

1. Objective

To better allocate nominating between Council, the Board, and the Appeals Board by spreading the workload between three highly specialized committees. To create checks and balances so that appropriate bodies still have final say on the membership of each nominated position.

2. Board Nominating Committee

1. Mandate

- i. Coordinate promotion of Director postings.
- ii. Develop interview questions, conduct interviews, and select a list of recommended candidates.
- iii. Provide a detailed recommendation of new Directors to Council for ratification, outlining specific skillsets, experience, and education that qualify recommended candidates for the position.

2. Composition

- i. Board Chair
- ii. One Director
- iii. Secretary-Treasurer

3. Appeals Nominating Committee

1. Mandate

- i. Coordinate promotion of Appeals Board postings
- ii. Develop interview questions, conduct interviews, and provide a detailed recommendation of new Appeals Board members to the Board of Directors and Council for ratification.
- iii. Recommendation must include information on specific skillsets, experience, and education that qualify recommended candidates for the position.

2. Composition

- i. Appeals Board Chair or Deputy Chair
- ii. One outgoing Appeals Board Member
- iii. One returning Appeals Board Member

4. Executive Selection Committee

1. Mandate

- i. The Executive Selection Committee is responsible for coordinating promotion, developing interview questions, conducting interviews, and selecting the Communications Officer and Secretary-Treasurer.

2. Composition

a. Voting

- i. Incoming President and CEO
- ii. One Director
- iii. One Councillor



- b. Resource
 - i. Outgoing President
 - ii. Outgoing Secretary-Treasurer (for Secretary-Treasurer selection)
 - iii. Outgoing Communications Officer (for Communications Officer selection)
 - iv. Senior Manager, Human Resources

8. Context and Enactment

1. Documents Repealed – Board and Appeals Nominating Committee
2. Supporting/Related Documents –
3. Date Passed – [September 14th 2016](#)
4. All previous Amendments -