



## Terms of Reference: Nominations Committee

1. **Mandate:** The Nominations Committee is an appointed committee of the Board of Swim BC as per Article 8, Section 8.01 of the Swim BC Bylaws.
2. **Purpose:** The Nominations Committee is responsible for ensuring, on a continuing basis, that the Board of Swim BC is composed of qualified and skilled persons capable of and committed to providing Swim BC with effective leadership.
3. **Key Duties:** Subject to the powers of the Board, the Committee will perform the following key tasks:
  - i. Present a slate of qualified persons to stand for election to the Board;
  - ii. Make best efforts in any given election that no candidate gains office by acclamation;
  - iii. Where appropriate, identify candidates for future nomination to the Board and maintain this information for use by Swim BC and future Nominating Committees;
  - iv. Where possible, carry out these duties in a manner that encourages a long-term view of Swim BC's leadership needs, as well as Board succession planning; and
  - v. Perform such additional tasks as may be delegated to the Committee by the Board from time to time.
4. **Policy Responsibility**
  - i. Constitution and Bylaws
  - ii. Conflict of Interest Policy
  - iii. Board Policy
5. **Composition and Appointment:** The Nominations Committee is composed of a minimum of two (2) Swim BC members, one of which is the Chair. The Chair is a member of the Swim BC Board of Directors and is appointed by the Board of Swim BC on the recommendation of the President.

The remaining members of the Committee are appointed by the Board. Members will serve from appointment until the re-striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.
6. **Staff Support:** The Executive Director (ex officio) acts in a support and/or advisory role to the Committee.
7. **Meetings:** The Committee will meet by teleconference or in person, at least once a quarter and otherwise as necessary. Monthly meetings are preferable. Meetings will be called by the Chair or as requested by any Committee member.

Two members must be in attendance to achieve quorum.
8. **Term:** The Committee is reappointed on an annual basis
9. **Evaluation:** The Board of Directors will evaluate the performance of the Committee against the accomplishment of the Committee's Purposes and Key Duties.
10. **Reporting:** The Committee will report its activities to the Board at the next scheduled Board meeting. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.
11. **Review:** The Board of Directors will review these terms of reference every two (2) years.

**Approved by the Board:** 08/01/2025

**Next review:** 08 / 2027