

Committee Name:	<i>Nominations Committee</i>	Committee Type:	<i>Standing Committee</i>
Chairperson:	<i>Past-President</i>	Vice-Chair:	<i>Appointed by Chair</i>
Responsible to:	<i>Council</i>	IDA Office Support:	<i>Executive Director</i>

Composition:	Minimum of 3 Full Members [Registered; Associate or Fellow only].
Term of Office:	2 years for Chair or until retirement of the current President; 1 year for other Appointed Member(s)
Meetings:	The Committee shall meet at the call of the Chairperson

Mandate:	As per by-law section 10.2, the Nominations Committee shall oversee the election of the Council of the upcoming year in accordance with Part 7 of the by-laws
Deliverables:	<ul style="list-style-type: none"> • Determine open Council positions for year, ensuring terms are staggered so that one half of members retire annually. • Confirm eligibility of Council members as stated in Part 3 of the by-laws • Call for nominations to membership no less than 90 days immediately preceding the AGM • Distribute slate of candidates to all Members at least 21 days prior to the AGM • Present the results of the election at the AGM • Make recommendations to Council regarding the Appointment of Members to Council • Work with IDA office to keep Terms of Reference for all committees and task forces current • Identify volunteer needs and work with IDA office and Council to fill volunteer positions • Confirm eligibility of volunteers for all committees and task forces • Exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Council of the President

TOR Approval:

Date

TOR Review / Renewal: February 2021

Date