

Cross Country New Brunswick

Nomination Committee TOR

April 2025



Ski de fond Nouveau-Brunswick
Cross Country New Brunswick



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1. Purpose

The Nominations Committee is a committee of the Cross Country New Brunswick (CCNB) Board of Directors. The purpose of the committee is to fairly and objectively seek and nominate qualified candidates for election to the Board.

2. Membership

The Board will appoint the Nominating Committee not less than six months before the Annual General Meeting.

- a) The Committee will be composed of:
 - i. Current chairperson of the Board (except in a year when this individual is standing for election)
 - ii. Two Directors who are not standing for election, and who are not from the same geographic area.
 - iii. The Board will designate the Chair of the Committee.

3. Roles and Responsibilities

The Committee will seek, identify and recruit qualified individuals to stand for election as Directors.

- a) The Committee will publicize the nominating process to member clubs and the call for members to submit candidates to the Nominations Committee.
 - i. Call for nominations – at least ninety (90) days prior to the Annual General Meeting, the Nominations Committee will issue a ‘Call for Nominations’ using any means of communication. The ‘Call for Nominations’ will state the method which the nominations are to be made, the requirements for the position, and the deadline for submission, which will be no later than thirty (30) days prior to the Annual General Meeting.
- b) The Committee will implement the selection process for nominees to the Board:
 - i. They will endeavor to ensure that the following competencies are represented among nominees and existing board members:
 - Sport expertise;
 - Financial/accounting expertise;
 - Legal expertise;
 - Fundraising expertise;
 - Strategic planning expertise;
 - Business leadership/management expertise.

- ii. They will endeavor to ensure that there is a minimum of two male and two female representatives on the Board at all times.
- iii. They will endeavor to ensure a regional balance in the composition of the Board by recruiting candidates from different regions of the province.
- iv. They will communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
- v. They will ensure that candidates for election meet the qualifications to serve as a Director and have fulfilled any additional requirements.

4. Election Procedures

The Committee will 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.

5. Authority

The Committee will exercise its authority in accordance with provisions set out in these Terms of Reference, and will do so without interference from the Board of Directors or the management of Cross Country New Brunswick.

6. Reporting Relationships

The Committee will report to the Board of Directors and will be responsible to the Board for its activities.