



## Wheelchair Rugby Canada Nominations Committee Terms of Reference

### NOMINATIONS COMMITTEE

**PURPOSE (mandate):** The Nominations Committee is appointed by the Board of Directors of Wheelchair Rugby Canada. The purpose of the committee is the identification, vetting and nomination of qualified candidates for election to the Board of Directors of Wheelchair Rugby Canada and on occasions Standing Committees:

1. Who demonstrate the skills, qualities and characteristics identified from time to time by the Nominations Committee as requirements or attributes for a member of the board or standing committee.
2. To fill gaps in the skills matrix created by a board or committee vacancy; and
3. With a view to succession to the roles of Chair and other executive positions.

**KEY DUTIES AND RESPONSIBILITIES:** The committee shall:

1. Develop and maintain a process to source and vet candidates for consideration.
2. Develop and maintain a process to finalize the list of candidates put forward by the committee.
3. Require that every person nominated for election as a director demonstrate some of the qualities and characteristics and demonstrate at least one of the skills or areas of experience or expertise, specified as mandatory by the Board of Directors and at least one additional skill or area of experience or expertise that the Board of Directors has specified as desirable for a director.
4. Present to the board, no later than forty-five (45) days prior to every annual general meeting, a list containing the names of individuals to be nominated for election as directors. The number of names shall be no more than the number of anticipated vacancies on the board immediately prior to the annual general meeting but may be as few as required to satisfy the requirements of Wheelchair Rugby Canada's by-laws.
5. Maintain a database of eligible candidates for consideration.

**COMPOSITION:** The committee shall be composed of up to six individuals:

1. The President or Vice President of Wheelchair Rugby Canada. This individual should not be up for re-election to the board.
2. Up to two representatives from the Provincial members; representative of different regions in Canada.
3. Up to two members of the current Board of Directors who will not be running for re-election.
4. Wheelchair Rugby Canada's Chief Executive Officer will be a non-voting member.

Desired qualifications of each individual appointed by a member to the committee:

- Commitment to the mandate of the committee.
- Are familiar with the workings of the board.
- Well-connected in their communities to source candidates and facilitate a nation-wide talent hunt.



**TERM:** Each individual appointed by a Provincial Member shall remain on the committee for a period of two years. These appointments will be approved by the Board of Directors.

**RULES OF PROCEDURE:**

1. Each committee member shall have one vote on whether an individual qualifies for consideration as a candidate.
2. Each committee member shall have one vote on whether a candidate is to be considered for nomination.
3. Finalizing the list of nominees to be put forth as each annual general meeting shall occur once all candidates for consideration have been assembled.
4. The committee shall operate by consensus to the extent possible and shall develop its own voting procedure to address the situation where no consensus can be reached.
5. The Wheelchair Rugby Canada Board of Directors shall appoint a chair of the committee.

**MEETINGS:** The group shall meet a minimum of twice per year to confirm the final list of nominees. Meetings may be conducted virtually/online.

**RESOURCES:** The committee shall receive the necessary administrative support and resources from Wheelchair Rugby Canada and the Board of Directors to fulfil its mandate.

**AUTHORITY:** The committee shall not have authority to make any financial commitments on behalf of Wheelchair Rugby Canada.

**REPORTING:** The committee shall report to the Board of Directors of Wheelchair Rugby Canada at least twice per year, including approximately 90 days before the Annual General Meeting.

**REVIEW:** The Board will revise these Terms of Reference from time to time based on its assessment of the Organization's needs, legal and regulatory developments, and applicable best practices.

**APPROVAL:** These Terms of Reference were approved by the Wheelchair Rugby Canada Board of Directors on March 17, 2025