

PROVINCIAL NOMINATING AND SEARCH COMMITTEE

TERMS OF REFERENCE

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To ensure effective succession of qualified individuals on provincial councils by recruiting and presenting a slate of nominees for the election process for council members.

ACCOUNTABILITY

The provincial council, through the Provincial Commissioner(s)

RESPONSIBILITIES

1. Actively recruit women to serve on provincial council, including advertising, searching for and directly soliciting appropriate applicants. Seek diverse and well-balanced composition of applicants.
2. Ensure an open and transparent application and election process, including the timely and clear communication of the requirements and processes involved and acknowledgment of receipt of applications.
3. Screen, interview and assess applicants based on the approved position description(s) and required skill sets.
4. Prepare a slate of qualified nominee(s) for each position that is open for election.
5. Prepare material to introduce nominees to the electorate.
6. At the end of each electoral process, conduct a review of the process and outcomes and submit recommendations for consideration by the provincial council to facilitate the work of the committee in the future.

MEMBERSHIP

- Chair, recruited from the membership through an application process
- Up to six (6) additional adult members. The composite skill set among committee members should include:
 - Understanding of the current GGC Strategic Plan and the skill set to best serve on the provincial council under the current Strategic Plan.
 - Knowledge of governance and the governance model of GGC and provincial council.
 - Interview skills and assessment techniques.
 - Experience in the field of human resources and recruitment.
- A minimum of one (1) girl member.
- All committee members should have a strong network within Guiding and/or the business community.
- Committee members may be recruited by the Committee Chair and appointed by the Provincial Commissioner(s) and may include members from outside of GGC.

TERM OF OFFICE

Three (3) years



Best practices for Nominating/Search

These are consistent with the processes and practices of the National Board.

1. Each province will have a standing nominating/search committee - the terms of reference (attached) mirror those of the National N/S Committee. The committee will be responsible for searching, nominating, and running the elections for all members of council. The committee may also perform some of those tasks for advisers, liaisons, ACs, and ACLs.
2. The N/S committee operates independently of council – no council member will sit on the committee, and no council member will access the applications for council outside of the committee.
3. In the fall the N/S committee should meet with council to discuss the positions that are available, the skills and strengths that will be leaving council and should be a part of the search.
4. All council positions will be chosen by a vote of council (excepting ACs).
5. The N/S committee will provide to the electorate a summary of each candidate, based on the application, interview and reference checks that the committee members have conducted.
6. Following the elections, the N/S committee will provide a report to council detailing the number of applicants for each position, and how many of those proceeded to the ballot. A summary of successes and challenges faced by the committee should be included. This is a good opportunity to discuss any changes in attracting qualified candidates and possible changes to the process the following year.
7. A N/S committee handbook will be provided to each committee by the DPO to ensure consistent practices across the country.