

<p style="text-align: center;">FANSHAWE COLLEGE FOUNDATION BOARD OF DIRECTORS' POLICY MANUAL</p>
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CATEGORY B – BOARD PROCESS

TITLE: Terms of Reference of the Nominating Committee

POLICY NUMBER: **B-25**
EFFECTIVE DATE: 2018 03 09
REFERENCE: 11-B.1(2), 4501

MANDATE

The purpose of the Nominating Committee is to recommend the appointment of Directors to the Fanshawe College Foundation Board.

RESPONSIBILITIES

1. As part of the selection process, the Nominating Committee shall:
 - 1.1 Meet once a year before the Annual General Meeting or at the call of the Chair;
 - 1.2 Review/update membership vacancies on the Foundation Board;
 - 1.3 Review/update a list of relevant background and skills for the Board's consideration;
 - 1.4 Consider suggestions for new directors from Board Members, or other sources and cultivate potential candidates;
 - 1.5 Request Board assistance in recruitment of potential new directors, as needed;
 - 1.6 Arrange for advertisement(s) seeking individuals interested in becoming members of the Fanshawe College Foundation, as needed;
 - 1.7 Develop/update information package for potential applicants;
 - 1.8 Develop/update interview questions;
 - 1.9 Assess all applicants based on a written curriculum vitae and personal recommendations, and interview a short list of applicants;

- 1.10 Bring forward appointment recommendation(s) to the Board for consideration, indicating the specific skills and experience required to fill vacant positions;
- 1.11 Arrange for notification (verbal and/or written) to all applicants.

MEMBERSHIP

The Board shall establish a Nominating Committee, consisting of the Vice-Chair (Committee Chair), one Board of Governors' Representative from the Board, and at least one other Fanshawe College Foundation Board member appointed by the Board. Should the Vice-Chair be up for re-appointment, another Fanshawe College Foundation Board member will Chair this Committee until the Vice-Chair's re-appointment has been confirmed by the Fanshawe College Foundation Board Chair.

Resource personnel shall include the Executive Director of the Foundation, with secretarial support to be provided by the Recording Secretary of the Board.

MONITORING (Accountability):

The Nominating Committee reports to the Fanshawe College Foundation Board.