

Terms of Reference for the Recruitment & Selection Sub-committee of the Nominating & Board Development Committee

Purpose

The Recruitment & Selection Sub-committee (RSC) is established as a sub-committee of the Nominating and Board Development Committee (NBD), a Standing Committee of the Canadian Society of Association Executives (CSAE) Board of Directors (Board). The RSC is therefore accountable to the NBD. The RSC operates within the context of this terms of reference within the strategic intent of CSAE, the values and expectations of stakeholders and the factors critical to the success of the organization.

The RSC is responsible for the recruitment and screening of candidates interested in election to the board of directors, and the presentation of a Recommended Slate of Nominees, to ensure that CSAE is governed with excellence and vision. In addition, the RSC is responsible for recruitment, screening and recommending committee members for all standing committees of the board.

Accountability

The RSC is accountable to the Nominating & Board Development Committee. The work of the RSC helps to meet the mandate of the NBD which reports to Members through correspondence distributed prior to the Annual General Meeting, and at the Annual General Meeting

Authority

The RSC shall perform duties in the following areas:

1. General

- Work within the approved process provided by the NBD with respect to making a recommendation to the NBD and subsequently the Board.
- Annually review its Terms of Reference and make recommendations for changes for consideration by the NBD.

2. Recruitment / Screening of new Directors

- In collaboration with the NBD, facilitate a competency self-assessment process of the current board of directors prior to the annual board recruitment campaign. Recommend priority skills or competencies as priorities to address any gaps.
- Evaluate all received applications and additional nominations using the approved competency self-assessment and any other criteria established by the NBD or Board from time to time.
- Conduct a phone screen/interview with all eligible candidates as part of the screening process.
- Present a full slate of candidates for election to the Board of Directors. The recommended slate will be presented to the board by the NBD Chair.

3. Recruitment of Committee Members for the Board's Standing Committees

- In collaboration with the NBD, help to identify gaps in succession for the board's standing committees to identify recruitment needs.
- Evaluate the competency self-assessment of each potential committee member to determine fit and eligibility based on the priorities identified in the committee matrix.
- Evaluate all received applications to join standing committees using the approved competency self-assessment and any other criteria established by the NBD or Board from time to time.
- Conduct a phone screen/interview with all eligible candidates as part of the screening process.
- Recommend appointments to standing committees; to be confirmed by the NBD and the Board.

Staff Accountability

CSAE staff, under the direction of the President & CEO, provides support to the Committee through full professional and administrative services.

Committee Membership

- The Recruitment & Selection Sub-Committee is formed annually at the first meeting of the Board following the CSAE Annual General Meeting.
- The Recruitment & Selection Sub-Committee will consist of a minimum of five (5) members, including:
 - Immediate Past Chair of the CSAE Board of Directors, who will act as Committee Chairperson
 - Chair of the CSAE Board of Directors
 - The Vice Chair of the CSAE Board of Directors
 - Two additional voting Members of CSAE, who shall be ineligible for nomination
- The President & CEO also serves in an ex-officio capacity.
- Committee members are appointed for a one-year term and can be reappointed for a maximum of two additional terms. The one-year term will be consistent with the Board year which transitions in October.

Committee Meeting

- RSC meetings are held in-person and/or electronically up to three times per year.
 - Additional meetings/work may be required during the course of the year.
 - The frequency of meetings of this sub-committee will be assessed by the NBD on an annual basis
- It is expected that RSC members will spend approximately two to four hours per month on committee work, in addition to meetings, in the months that meetings are scheduled.