

PURPOSE

The purpose of the Nominating & Board Development Committee is to ensure that CSAE is governed with excellence and vision through a competency-based Board of Directors. The Committee is responsible for presenting a proposed slate of Directors to CSAE members at the Annual General Meeting; orientation of the Board; and ongoing development and evaluation.

ACCOUNTABILITY

The Nominating & Board Development Committee is a standing CSAE committee and is accountable to the Board of Directors regarding the following:

- Oversight for the recruitment, orientation and evaluation of the Board of Directors;
- Maintaining the Board competency matrix;
- Reporting to CSAE members in accordance with CSAE by-laws.

AUTHORITY

The Nominating & Board Development Committee shall exercise oversight in the following areas:

- Determine the defined criteria and current needs for Board recruitment per the Board matrix and CSAE by-laws;
- Encourage the submission, evaluate applications, and nominate a slate of candidates for election to the Board of Directors based on available Board positions;
- Recruit interested members for committees and other areas of involvement with CSAE for future Board consideration;
- Report to CSAE members through correspondence prior to and during the Annual General Meeting;
- Review nominating committee policies and make appropriate recommendations to the Board of Directors to ensure the integrity of the nominating process;
- Ensure that an appropriate Board of Directors evaluation process is in place;
- Ensure that an appropriate Board of Directors and Network Council orientation process is in place.

TEAM SUPPORT

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

COMMITTEE MEMBERSHIP

The Nominating & Board Development Committee is comprised of a minimum of five (5) Board directors, including:

- Immediate Past Chair of the CSAE Board of Directors who functions as the committee chair;
 - Chair of the CSAE Board of Directors;
 - Vice-chair of the CSAE Board of Directors;
 - Two (2) additional Board directors
 - CSAE President & CEO is ex-officio.
- Committee members will be appointed by the Board of Directors for a one (1) year term.

COMMITTEE MEETINGS

- Nominating & Board Development Committee meetings are held in-person or electronically three (3) times per year;
- Additional meetings/work may be required during the course of the year;
- The frequency of meetings will be assessed by the committee.