

Appendix A - TERMS OF REFERENCE



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Committee Details

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| <i>Name of Committee</i> | <ul style="list-style-type: none">• Board Recruitment and Nomination Committee |
| <i>Membership & Appointment</i> | <ul style="list-style-type: none">• The Committee is a standing Committee appointed annually at the first meeting after the AGM and consists of at least two members of the Board who are not up for re-election in the year following the Committee's appointment.• The Board Chair shall be a member of the Committee ex officio. |
| <i>Purpose</i> | <ul style="list-style-type: none">• To advise the Board on matters relating to the recruitment of new members to the Board and conduct a process for Board succession, including interviewing and recommending candidates for election to the Board. |
| <i>Responsibilities</i> | <ul style="list-style-type: none">• To recruit eligible board members with emphasis on diversity and inclusion, gender equality, and relevant skill sets.• To mentor potential board member up to the point that they become a full member on the Board. |
| <i>Duties</i> | <ul style="list-style-type: none">• To ensure that potential candidates meet the eligibility requirements outlined in the Gibsons & District Public Library (GDPL) Operating Bylaws, Section 4.2b (Eligibility) and Committee procedure manual.• To prepare for the AGM as outlined in the GDPL Operating Bylaws, Section 4.5 (Election of Trustees) and Committee procedure manual.• To conduct any elections at the AGM according to the GPL Operating Bylaws and Committee procedure manual. |
| <i>Reporting</i> | <ul style="list-style-type: none">• The Committee shall present its recommendations to the Board for its approval.• The Committee shall report to the membership at the Annual General Meeting. |
| <i>Frequency of meetings</i> | <ul style="list-style-type: none">• Meetings shall be held as required as determined by the Committee. |
| <i>Resources</i> | <ul style="list-style-type: none">• The Library Director shall be a resource person for this Committee if requested. |