



TERMS OF REFERENCE STANDING BOARD COMMITTEE – NOMINATIONS

Mandate

The Nominations Committee is a standing Committee of the Swim Ontario Board of Directors that is responsible for ensuring that the Swim Ontario Board of Directors is composed of persons sufficiently qualified and skilled to provide effective leadership to Swim Ontario.

Composition

The Committee shall comprise three (3) persons. The President shall appoint the chair of the Committee and the remaining committee members shall be appointed by the Board, by majority vote, both of which will occur following the annual SO AGM.

SO Staff and Board Members seeking re-election shall be ineligible to serve on the committee.

Responsibilities

1. Conduct evaluation of current Board composition and requirements using the Board Recruiting and Development Matrix, as a guide, set out in Schedule C to this Terms of Reference, and any other method of evaluation the Committee deems appropriate.
2. Identify potential Board nominees for future consideration.
3. Interview potential Board nominees using the interview questions, as a guide, set out in Schedule A to this Terms of Reference. The Committee may ask any additional questions during the interview and recruitment process it deems appropriate.
4. Ensure that the number of nominees precludes acclamation
5. Present a slate of qualified candidates to stand for election to the Board. In a year where 3 directors are to be elected, the slate of qualified candidates shall not exceed 6. In a year where 4 directors are to be elected, the slate of qualified candidates shall not exceed 7.
 - Slate of candidates presented to the membership shall not be ranked.
6. Follow the Recruitment and Selection Process as outlined in Schedule B to this Terms of Reference.
7. Perform any additional tasks which the Board may from time to time assign.

Meetings

The Committee shall meet in person or via teleconference as deemed appropriate.

Reporting

The Committee shall provide a written report to the AGM and shall report to the Board of Directors in a form and on a timeline that the Board shall from time to time determine.

Review

The Board shall review the Committee's Terms of Reference and performance annually.

Approved by Board of Directors: June 2017

Schedule A

Interview Guide for Board Candidates – Swim Ontario

Date:

Interviewed by: _____

Candidate:

Scale: 5 – high / 3- Average / 1 – Low

<u>Questions</u>	<u>Comments</u>	<u>Score</u>
OVERVIEW 1. Tell us a bit about yourself; current profession, occupation, interests?		<u>(no score)</u>
UNDERSTANDING OF MANDATE AND VALUES 2. Summarize your understanding of the mission and values of Swim Ontario and how you support these.		<u>Scale 1-5</u>
INVOLVEMENT WITH SWIM Ontario 3. Have you been involved with the Swim Ontario or one of it's affiliated clubs/regions? a) Length of association b) Scope of involvement		<u>Scale 1-5</u>
BOARD EXPERIENCE 4. a. What is your previous experience on a Board of Directors of a voluntary organization? b. Was it a policy-making Board? c. What were the duties and		<u>Scale 1-5</u>

<p>responsibilities of the Board?</p> <p>d. Describe your experiences in Board policy development and strategic thinking.</p> <p>f. What do you see as the differences between the roles of Board and Staff?</p>		
<p>UNDERSTANDING OF BOARD ROLE</p> <p>5. What is your understanding of the role of the board?</p> <p>What is your understanding of the role of staff in the organization?</p>		<p><u>Scale 1-5</u></p>
<p>SPECIFIC SKILLS</p> <p>6. What special knowledge, skills or experience do you have which would assist in board decision-making?</p> <p>What do you think would be your particular contribution to the good governance of the organization?</p> <p>Swim Ontario is seeking specific skills in Legal/law; Human Resources; and Marketing/Public Relations – can you describe how your skills will contribute in one or more of these areas? <i>(These will change based on board composition)</i></p>		<p><u>Scale 1-5</u></p>
<p>COMMITMENT</p> <p>7. Are you able to devote the time and effort necessary?</p> <p>Discuss monthly time</p>		<p><u>Scale 1-5</u></p>

<p>commitment: 1 -3 hours Board; 1-2 hours reading; Committees 2 – 4 hours; other events 1 - 3 hours;</p>		
<p>UNDERSTANDING OF SPORT SYSTEM</p> <p>8. How would you describe the role that Swim Ontario plays in the swimming community?</p> <p>What do you see as the top three trends facing the Canadian Sport System and specifically the sport of Swimming?</p>		<p><u>Scale 1-5</u></p>
<p>Questions you may have for the committee?</p>		<p><u>Scale 1-5</u></p>

Other Questions/Comments:

NOTES:

Schedule B
Board Recruitment and Selection Process

Item	Timeline
Call for prospective board members sent out	June 1
Nomination Committee evaluate current board composition and needs based on Board Recruiting and Development Matrix	June 30
Submissions received from prospective board members	July 15
Interviews with prospective board members conducted by Nomination Committee members	July 15 – August 15
Nomination Committee to review and evaluate prospective board members	August 15 – 30
Final candidates presented to the membership and board from the Nominations Committee	Early September via email and at the AGM.

Schedule C

Board Recruiting and Development Matrix

	[Name]	[Name]	[Name]	[Name]	[Name]	[Name]
DEMOGRAPHICS						
Full Years on the Board						
Gender: Male / Female						
Sector Involvement: Private, Public or Nonprofit						
Age: 25 – 35; 35 – 45; 45 – 55; 55 plus						
PROFESSION						
Accounting/Finance						
Education/Training						
Law						
Business						
Community/Soc. Services						
Government						
IT						
Real Estate/Developer						
Human Resources						
Other: [insert profession]						
EDUCATIONAL BACKGROUND						
Secondary						
University/College						
Post graduate						
ATHLETIC BACKGROUND						
Competitive Swimmer						
Other:						
KNOWLEDGE/SKILLS						
Finance/analysis						

Legal Issues						
Advertising/Marketing/Communication						
Management						
Real Estate						
Human Resources						
Government Relations						
Adult Ed./Training						
Fundraising						
Strategic Planning						
Advocacy						
Programs/Policies						
Community Resources						
Volunteer Engagement						
Technology/IT						
AREAS OF INFLUENCE						
Business & Industry						
Gov't (civic, provincial, federal)						
Media/Advertising						
Nonprofits						

Identified Composition Requirements: