



Nominating, Awards and Talent Acquisition Committee

Terms of Reference

PURPOSE The purpose of the Committee is to seek, evaluate and recommend candidates for the SOGC Board of Directors and Committees of the Board. The Committee will also vet and evaluate candidates proposed for the Regional Achievement Awards, Honorary Member Award and Distinguished Service Awards. This group makes recommendations only to the Board of Directors and is not a decision-making body.

RESPONSIBILITIES

1. To promote quality, transparency, fairness, and member engagement in recruitment.
2. Uphold the best practices to promote diversity of gender, race, ethnicity, age, religion, skills, experience, and other factors.
3. Align their review processes and candidate evaluations with the SOGC Strategic Plan, Vision, and Mission
4. Succession planning for Executive, Board and Board Committee positions and has a contingency for sudden departures of Directors or unexpected vacancies.
5. To identify SOGC members with special skills, attributes and qualifications that truly represent the membership and then evaluate suitable candidates for election as Directors of the Board or its Committees.
6. To oversee the election process for Directors of the Board in accordance with applicable policies and Bylaws.
7. To provide the slate of candidates for consideration to the Board of Directors for endorsement and then to the SOGC voting members in advance of the Annual General Meeting.
8. To promote quality, transparency, fairness, and member engagement in Board of Directors recruitment.
9. To provide input and advice regarding leadership and member selection for SOGC Clinical Committees when appropriate.

Awards

1. Review awards criteria and evaluate nominations on an annual basis.
2. Provide recommendations to the Board of Directors for award winners.
3. Provide recommendations on types of awards to be distributed by the SOGC to recognize its members.

ACCOUNTABILITY AND REPORTING

The Committee is accountable to the Board of Directors and will report through the Committee Chair.

The Committee will be reporting its activities and recommendation to the Board at the Board's next meeting.

COMMITTEE COMPOSITION

The Committee shall have a minimum of 5 and no more than 6 members.

- Chair director or non-director member
- 4-5 members who are eligible to vote.
- President - (ex-officio)
- Chief Executive Officer (ex-officio)



MEMBERSHIP CRITERIA

This Committee will have at least one member who has a knowledge of best practices for identifying and selecting qualified candidates.

TERMS 3 years for Chair and Committee members

VOTING A majority shall decide recommendations requiring a vote. The SOGC’s president and CEO are non-voting members of the Committee. No Committee member shall be entitled to vote by proxy.

QUORUM A quorum shall consist of 50% plus one of the voting members of the Committee.

RESOURCES Resources and support services will be provided to the Committee through the Corporate Office.

MINUTES The Board Secretary shall take minutes at the Committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the SOGC’s document management practices.

MEETING FREQUENCY

Meetings are conducted virtually; the Committee will have a minimum of three meetings annually. Additional meetings may be convened at the discretion of the Committee Chair, or at the request of the Board.

AMENDMENTS This Terms of Reference may be amended, varied, or modified through a motion from the Board of Directors

APPROVALS Approved November 2023