

	<p>Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES</p> <p>Policy: Nominating Committee Terms of Reference</p> <p>Policy #: 2.5.4</p> <p>Approval: March 2017</p>
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TERMS OF REFERENCE

Purpose: The Nominating Committee coordinates the recruitment and retention of members and officers of the Flower Cart Group Board of Directors.

Responsibilities:

1. Analyze the structure and strengths of the current Board.
2. Identify the selection criteria for recruiting new Board members that will complement the skill sets of the present Board.
3. Identify the Directors who will be retiring from the Board at the end of the current term.
4. Confirm with remaining Directors their intention to stay on the Board.
5. Report to the Board regarding pending vacancies, skill sets required and a list of possible candidates.
6. Create a list of prospective new Board members.
7. Once known, report to the Board confirmed candidates who will let their names stand for appointment at the Annual General Meeting.
8. Provide a report to the Annual General Meeting and present, as required.
9. Present a Slate of Officers at the first Board meeting following the AGM.
10. Review nominating procedures and make recommendations, as required.

Structure:

1. The committee shall consist of no less than three Board members and no more than six.
2. Decisions are made by a simple majority vote.

3. The Board Chair will stand up the Committee each September.
4. The Nominating Committee reports to the Board of Directors.

Accountability: The Nominating Committee is accountable to the Board of Directors.

Record of Amendment:

Revision #	Summary of Revision	Date Approved
Rev 0		March 2017
Rev 1	Revised and updated	March 25, 2020