

## Appointments Committee – Terms of Reference

<b>Policy Section:</b> Governance Process	<b>Policy Number:</b> GP-4.1	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every five years	<b>Date Approved:</b> August 24, 2001	<b>Date Reviewed/Revised:</b> March 23, 2023

### Mandate/Purpose:

The Appointments Committee is a Council committee that is responsible for recommending appointments for Council Committees, Statutory Committees, Practice Auditors and Investigators. The Council aims to have a diverse and inclusive membership on Council and Statutory Committees.

Specifically, this committee recommends appointments for:

1. Qualified candidates to serve on Council Committees, Statutory Committees, Practice Auditors and Investigators

### Responsibilities and Products:

The committee is responsible for, but not limited to:

1. Ensuring an appropriate request for candidates is circulated to appropriate audiences when vacancies for Council Committees, and Statutory Committees occur.
2. Reviewing and evaluating candidate applications/nominations for positions and determining if the candidates have the suitable skills, knowledge, and experience in order to serve effectively.
3. Recommending specific nominations to Council for approval.
4. Periodically reviewing the process to recruit nominees for the positions available to ensure inclusive and transparent processes.
5. Ensuring appointments of public representatives to Council and committees are meeting the criteria for Council Member recruitment as outlined in the Council Member Recruitment and Selections Policy GP-24.

### Composition (Positions):

The Appointments Committee will be comprised of three members of the Council, at least one-third of whom shall be public representatives.

The Council shall appoint the Committee Chair.

### Quorum:

Quorum for the Committee shall be two out of three Committee Members; one of whom needs to be a public member.

### Term:



The term for members of the Committee shall cease upon ceasing to be a Council Member.

**Authority and Reporting:**

This committee reports to Council and makes recommended nominations to the full Council.

**Meeting Schedule:**

Meetings will be held as necessary at each meeting of the Council and at the call of the Chair.

**Staff Support:**

The Appointments Committee is supported by the Senior Consultant, Policy and Public Initiatives and other staff as needed.