



ELEVATE
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Board of Directors Nomination & Election Ad Hoc Committee

A nomination Committee is responsible for nominating Board candidates, ensuring that the size, leadership and composition of the Board are appropriate, and overseeing governance structures and policies (including committee structure, conflict of interest and other policies, and Bylaws).

Job description:

- Ensuring that the Board of EKVC is composed of high-quality candidates with the necessary skills, commitment, and leadership.
- That new Directors are oriented and mentored.
- That the Annual General Meeting is well planned.
- Advise the Board as to whether a call for prospective candidates is required to fill pending Board and/or Board committee positions; recruit prospective candidates for the Board and for Board committees.
- Develop or review the interview format, process, and tool for prospective candidates to ensure they address all relevant skills and types of diversity needed.
- Conduct a search for prospective Board and committee Members annually, or as required.
- Conduct interviews with short-listed candidates, and provide recommendations to the Board as to which candidates should be proposed to the Membership to fill vacant Board positions.
- Receive and verify nominations for Board of Directors and verify that those nominees are members, in good standing, and over the age of 18 years.
- Present a list of candidates to the AGM, where vacancies exist.
- Prepare a list bearing the names of all nominees, including its own recommendations, and shall forward a copy of the list signed by the committee Chair to the Secretary no later than five (5) business days prior to the date of the Annual General Meeting.
- On an as-needed basis, recommend to the Board any candidates for the Board to appoint mid-term, should a Board Member resign before their term is up.

Recruitment and Selection of new Directors:

- a) Liaise with the Board to review the composition and recruitment requirements of each committee.



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b) Develop and review annually the Board Skills Matrix to ensure its categories capture relevant skills (both generally and in terms of achieving the strategic directions of the organization) and diversity, its content provides an accurate composite picture of Directors' and Board Committee Members' relevant strengths and weaknesses, and its presentation ensures it can be understood 'at a glance'.

Term: Members of the Committee will serve terms of one year, and this term may be renewed to a maximum of three terms. The Board will promote continuity on the Committee by ensuring that in any given year no more than two new Members are appointed.

Time commitment: approximately 3-4 hours per month during the indoor season and 2-3 hours per month during the outdoor season

Work with a Board Director who will chair the committee and report to the Board. The chair (director) will provide clear divisions of labour and role definitions as well as assign action items as needed.

Roles of the Ad hoc Committee Members (Volunteers) shall include:

- i. Each Member shall, on a rotating basis, take on the role of Recorder and, as such, will take notes at the meeting, either electronically or in hard copy and will distribute these notes to all Committee members within three business days.
- ii. Committee members will take on tasks, as identified/approved by Chair and in the work plan, and will act on behalf of EKVC to carry out those tasks,
- iii. Committee members will attend an orientation such that they are aware of the scope of their role and the limitations of their activities i.e. committing EKVC to unapproved expenses and/or use of resources.
- iv. Members will come to meetings prepared to report on work/tasks.

As a volunteer for EKVC, you will be providing youth with an opportunity to help develop their skills in the sport of volleyball within the East Kootenays. If you are passionate about sport and are committed to advancing and promoting volleyball within the community, you'll be gaining new skills and work experience while sharing your gift of contribution and service for others.