

## **NOMINATIONS COMMITTEE**

### **TERMS OF REFERENCE**

The Nominations Committee is established as a Board Advisory Committee under section 1.8 of the World Lacrosse (WL) Constitution within the Governance Handbook.

The Committee reports to the WL Board of Directors and the General Assembly (GA) via the Vice President.

#### **PURPOSE**

The Committee is responsible for managing the nominations process for Board and Committee positions and for seeking candidates for future vacancies.

#### **1. COMPOSITION AND MEMBERSHIP**

- 1.1. The Nominations Committee consists of a maximum of 6 people. Four 'at large' positions will be advertised to WL Members and Continental Federations (CFs), ensuring that all regions are represented on the Committee. The other posts are held by an Athletes Commission representative and a Board member. The Chair may be the Board member or another member of the Committee.
- 1.2. The Chief Operating Officer (COO) will be the lead staff member for this Committee and may attend meetings without voting privileges.

#### **2. SKILLS, QUALITIES AND COMPETENCIES**

- 2.1. The Chair will seek to balance a range of skills, qualities and competencies, as well as gender and geographic diversity, as outlined in Appendix 1. The Committee Chair will review Appendix 1 annually.

#### **3. RESPONSIBILITIES**

- 3.1. The Committee is responsible for advising the Board and the GA and working with them to support the development and implementation of agreed priorities in the WL Strategic Plan.
- 3.2. Specific responsibilities for this Committee include:
  - 3.2.1. **Board leadership:** Identifying and cultivating qualified candidates to be considered for Board positions and coordinating elections for those positions according to the governance procedures and policies
  - 3.2.2. **Board elections:** Manage the Board elections process at the General Assembly, including taking on the Chairmanship of the General Assembly

during this part of the agenda, except if the Chair of Nominations is the vice-president and is being considered for election, in which case the President will manage that election

- 3.2.3. **Committee leadership and members:** Support Board members and Committee Chairs in the identification of qualified candidates to serve in Committee and Subcommittee roles
- 3.2.4. **Term management:** Maintain a list of Board and Committee members, including their respective terms of office
- 3.2.5. **Communication:** Publicize Board and Committee opportunities, terms and elections to the WL Membership via official WL communication channels
- 3.2.6. **Performance evaluation:** Regularly review and evaluate overall and individual Board performance in relation to required Board roles and areas of responsibility; review service criteria applicable to Board members, including without limitation, qualifications, time commitments, meeting attendance, committee service, conflict of interest and such other matters deemed relevant to Board service
- 3.2.7. **Board composition:** Assess and track current and anticipated needs for Board composition and make recommendations to the Board to ensure the following:
  - 3.2.7.1. Compliance with WL governance documents
  - 3.2.7.2. Men's and Women's game balance
  - 3.2.7.3. Diversity (including race, age, socioeconomic status, geographic representation and other relevant diversity situations)
  - 3.2.7.4. Knowledge and skill areas (e.g., law, finance, business, sport and other specialized areas) need to support Board activities
  - 3.2.7.5. The influence and access required to lead the organization effectively in the accomplishment of its mission
- 3.2.8. **Board and Committee knowledge:** Work with WL Staff and President to create and implement an orientation process for new Board and Committee members, including the distribution of, or access to, relevant information to nominees prior to election

#### **4. OPERATING AND REPORTING PROCEDURE**

- 4.1. The Committee will follow the WL General Procedures applicable to all Committees which is available in the Governance Handbook.

#### **5. MEETINGS**

- 5.1. Minutes of all meetings will be kept but are confidential. The Chair will report to the Board as appropriate.
- 5.2. The Committee will prepare an annual summary statement of activity by 31<sup>st</sup> December, using the template provided. This should be sent to the WL F&G Director and WL Chief of Staff who will combine the information into an annual activity report of all the WL Committees for the Board.

5.3. A quorum of a minimum of 50% of the Committee shall be required for all meetings. In the absence of the Chair, he/she will appoint a deputy, or the members present will appoint a Chair for that meeting, who will report back to the Committee Chair.

## **6. DELEGATED AUTHORITY**

6.1. The Committee has delegated authority to work with individual directors in their nomination and selection processes once structures have been agreed.

6.2. The Committee has delegated authority to manage the Board elections process in accordance with the Constitution and Bylaws once the Board has reviewed position descriptions and responsibilities annually, keeping the Board informed.

6.3. In the event of disagreement between the Board and the Nominations Committee, the Nominations Committee has authority to present both cases to the General Assembly (or via postal ballot) for the Members to make a final decision on process.

6.4. This Committee has no other delegated authority for decisions or expenditure.

## **APPENDIX 1. SKILLS, QUALITIES AND COMPETENCIES FOR MEMBERS OF THE NOMINATIONS COMMITTEE**

The membership of the Nominations Committee will seek to gain a balance of the following amongst its members:

- Knowledge of WL strategic priorities and related volunteer leadership experience needed
- Familiarity with WL governance documents and volunteer structure
- Understanding of and experience with organizational governance
- Familiarity with WL Members and CF leaders necessary to help identify and cultivate potential candidates for the future

Members of the Nominations Committee should aim to uphold the values of World Lacrosse and to encourage these to be upheld across the community.

- Teamwork
- Passion
- Respect
- Integrity
- Friendship
- Inclusiveness

