

ALBERTA LACROSSE ASSOCIATION NOMINATIONS COMMITTEE

TERMS OF REFERENCE

Version 1.0

Last Modified: October 21, 2024

1. PURPOSE

- 1.1. The Alberta Lacrosse Nominations Committee is established to identify, evaluate, and recommend candidates for Executive positions within the Alberta Lacrosse Association (ALA) Board of Directors ensuring a transparent and fair selection process.

2. AUTHORITY

- 2.1. To ensure a diverse and qualified pool of candidates for ALA Executive positions.
- 2.2. To uphold the values of integrity, inclusiveness, and excellence in the selection process.
- 2.3. Identify and define the skills and experiences required for each position.
- 2.4. Actively recruit and encourage diverse candidates to apply.
- 2.5. Review applications and conduct interviews with potential candidates.
- 2.6. Provide recommendations to the ALA Board on suitable candidates.
- 2.7. Ensure that the nomination process is transparent and equitable.

3. MEMBERSHIP

- 3.1. The Committee shall consist of a minimum of **three (3)** and a maximum of **five (5)** members, appointed by the ALA Board.
- 3.2. Members may include current board members, past members, and individuals with relevant expertise in lacrosse and governance.
- 3.3. The Chair of the Committee will be appointed by the ALA Board of Directors.

4. QUORUM

- 4.1. The majority of voting members of the Nominations Committee in attendance constitutes a quorum.

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5. MEETINGS

The Nominations Committee will meet at least twice per year based on the review plan or more frequently as needed at the call of the Chair.

5.1. Formal minutes shall be taken at all meetings of the committee.

6. REPORT

6.1. The Chair of the Nomination Committee will submit minutes and supporting documents to the next Board of Directors meeting as part of the Board of Directors meeting packages.

7. CONFIDENTIALITY

7.1. All discussions and documentation regarding candidates will be kept confidential.

7.2. Committee members are required to sign a confidentiality agreement.

8. DURATION

8.1. The Committee will operate until dissolved by the ALA Board or until such time as its objectives have been fulfilled.

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