

**Wheelchair Basketball Canada (“WBC”)
Nominations Committee Terms of Reference**

- Name:** Nominations Committee
- Composition:** The Committee will consist of three individuals appointed by the Board. If any Committee member is interested in being nominated as a Director, he or she shall resign from the Committee.
- Chairperson:** The Chair will be appointed by the Board of Directors.
- Responsible To:** The WBC Board of Directors
- Purpose:** The Nominations Committee overall responsibility is to seek, identify and recruit, on a continuing basis, qualified and skilled individuals capable of, and committee to, providing effective governance and leadership to WBC as a Director. The Nominations Committee will make a recommendation at each election to the voting Members as to their preferred slate of candidates.
- Term:** Members of the Committee will serve term from appointment to the next WBC Annual Meeting to which elections are undertaken. Members of the Committee may be re-appointed.
- Meetings:** The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair or two Committee Members.
- Quorum:** A majority of Committee Members (50% plus 1)
- Voting:** Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution (50% + 1) of the votes cast. In the event of a tie vote, the motion is defeated.
- Reporting:** The Committee will report to the Board of Directors at each meeting of the Board of Directors on all of its proceedings since the last meeting of the Board of Directors via the Chair or via the minutes of all meetings which will be kept, recorded and sent to the WBC Secretary within 30 days of each meeting of the Committee.
- Expenditures:** The Committee will receive resources from WBC to fulfill its mandate as determined by the WBC Board of Directors. The Committee may, from time to time, request and receive administrative support from the WBC office staff.
- Removal:** The Board may remove any Committee Member by way of Ordinary Resolution. When a position on the Committee is vacant, the position will remain vacant until the WBC Board of Directors appoints a person to fill the vacancy for the remainder of the term.
- Responsibilities:** The Committee will perform the following key duties:
- Seek, identify and recruit qualified individuals to stand for election as Directors – in addition to seeking candidates through the usual networking channels within the sport community, the Committee will also issue an open call for nominations through promotional efforts including, but not limited to, press releases, the WBC website, and other online services where suitable.
 - Ensure that candidates for election meet the qualifications to serve as a Director, and have fulfilled any additional requirements, including those set out in the Nominations Policy.
 - Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.
 - Promote diversity of the Board in relation to gender, age, and professional backgrounds.

- Have regard to the specific and desired competencies required on the Board.
- Where appropriate, identify individuals for future nomination as Directors and maintain this information for use by future Nominations Committees.
- Carry out these duties in a manner that encourages a long-term view of WBC's Board succession planning.
- Such additional duties as may be delegated to the Committee by the Board from time to time.

Approval Date:

Terms of Reference approved by the WBC Board of Directors annually.

Wheelchair Basketball Canada (“WBC”) Nominations Policy

Purpose

1. The WBC Board of Directors appoints a Nominations Committee that has the responsibility as defined in the Nominations Committee Terms of Reference that can be changed and modified by the Board. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as informing individuals the process to be nominated for a position as a Director with WBC.

Application

2. This Policy applies to WBC, the Nominations Committee and any individual wishing to be nominated for a position as a Director with WBC.

Responsibilities

3. The Nominations Committee will adhere to the Nominations Committee Terms of Reference.

Board Assessment

4. The Nominations Committee will complete a WBC Board of Directors assessment to determine the needs, wants and gaps of skills, attributes, education and experience within the WBC Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

5. The Nominations Committee will seek, identify and recruit individuals to stand for election as Directors by seeking candidates through:
 - a. The usual WBC networking channels
 - b. An open call for nominations through promotional efforts, including, but not limited to, press releases, the WBC website, other online services where suitable, or via social media.
6. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
7. When soliciting candidates, the Nominations Committee will:
 - a. Oversee the writing of targeted ads or notices particular to the medium in which the position is being promoted. For example, a notice posted on the WBC website should describe the particular skills that are desired for a Director as well as outlining some of the responsibilities of the role.
 - b. Consider the gender make up of the Board of Directors and attempt to ensure there is at least one-third (33%) of individuals being nominated are from the minority gender identity.
8. The Nominations Committee will appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Nomination of Candidates

9. Individuals can submit nominations to the Nominations Committee so long as the **Application Form** (Appendix A) and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.

Review of Nominees

10. The Nominations Committee will review each **Application Form** and supporting materials to ensure that the individual is eligible, to determine their Region affiliation, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director.
11. The Nominations Committee will short list the applicants based on the specific and desired competencies required by the Board, and will ensure eligibility, conduct reference checks and interviews. The Nominations Committee will also communicate directly with the short-listed candidates to discuss the roles, responsibilities and expectations of a Director.

12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility upon the Nominees request. The Nominations Committee will vote to decide the eligibility of any nominee whose eligibility is in question.
13. The Nominations Committee will make a final report to the voting Members at the Annual Meeting or any Member's meeting at which an election occurs as to their preferred slate of Nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described herein and on the **Application Form**.
15. The Nominations Committee will set the following deadlines, which may be extended by the Nominations Committee in special circumstances:

Timeline	Deadline
90 days before Annual Meeting	Nominations Committee will begin soliciting nominees
30 days before Annual Meeting	Nominations are closed for new nominees
21 days before Annual Meeting	Nominations are closed for current directors wishing to run for re-election
20 – 1 days before Annual Meeting	Nominations Committee will begin reviewing Applications and supporting materials submitted by nominees and will short list candidates and conduct due diligence. Nominations circulated to membership

Role of Candidates

Campaign Material

16. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to distribute campaign material and inform individuals and organizations that they are registered to run for election. Nominees should consider:
 - A **résumé** outlining the nominee's qualifications, successes, and work and volunteer history
 - A **campaign platform** describing what the nominee would like to do to further the objectives of WBC – this material may be as detailed or specific as the nominee desires
 - A **headshot** photo
 - A **biography** of the nominee (maximum 300 words)
 - A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
 - **Testimonials** from other organizations or other individuals
17. WBC will post all the above material on WBC's website on a date specified by the Nominations Committee and a link to that webpage will be distributed to Members alongside the notice of the Annual Meeting.
18. All nominees may also be asked to give a short speech at the Annual Meeting in support of their platform and their candidacy. Speeches should be kept to a minimum of two minutes and should be concise. The Nominations Committee, in consultation with the Chair of the meeting, will determine whether or not candidate speeches should occur.