

**DRAFT Revised Terms of Reference
Alberta College of Pharmacy
NOMINATING COMMITTEE**

Type of Committee: Committee of Council

Purpose:

To nominate candidates to fulfil:

- Council member positions on Council.
- Executive positions on Council.
- Board positions to external organizations.
- Slate of public members for Ministerial appointment.

Objectives:

1. To identify and recommend to Council:
 - a) eligible regulated members for election in each council district where an election is to be held;
 - b) council members for election to officer positions with the college during the forthcoming council year;
 - c) individuals who can provide leadership on behalf of ACP while appointed as a board member to external organizations to the college.
2. To identify and recommend to the Minister, members of the public who have demonstrated leadership and governance experience, for appointment to public member positions on Council.

Function:

To achieve these goals, committee members must:

1. Avoid and declare any conflict of interest in relation to their duties as committee members. Disclosure must include any associations, perceived or otherwise, with applicants. Committee Members must be knowledgeable of and comply with, council governance policy GP-8 Code of Conduct.
 - a) Upon disclosure, fellow Committee Members will determine if a conflict of interest exists.
 - b) If the Committee determines that a conflict exists, then that Committee Member will excuse themselves from any deliberations about the applicant with whom it has been determined that they have a conflict with, and whether that applicant is included on the slate recommended to Council.
2. Search for, identify, and nominate eligible regulated members for election to Council who have demonstrated the experience, qualities, and leadership potential of prospective candidates based on criteria established by Council;
3. Nominate eligible members of council for officer positions based on candidate's:
 - a) experience,
 - b) leadership and governance skills demonstrated while serving as a council member, and
 - c) the strategic needs of ACP;

4. Nominate individuals for appointment to ACP positions on boards of external organizations based on the committee's understanding of the:
 - a) mandate and objectives of the external organization;
 - b) needs of ACP in context with the mandate of the external organization;
 - c) knowledge and experience of candidates in subjects important to ACP and the business of the external organization.

Membership:

1. The President or, at the discretion of the President, the President-elect, as Chair of the Committee;
2. The following committee members appointed by the Council:
 - a) two public members of Council;
 - b) one former elected member of Council;
 - c) if the Chair is a public member, one elected member of the Council; and
 - d) other regulated members that the Council considers advisable, if any.

Council must appoint the members of the Nominating Committee on or before June 30 in each year, for the forthcoming council year.

Elected members of the Council appointed to the Nominating Committee, are not eligible for nomination to Council in the forthcoming election.

Meetings:

As requested at the call of the President or President-Elect if so designated.

Reporting:

The Nominating Committee will:

1. before April 30 in any year, recommend to Council a slate of nominees for election in each council district within which an election is to be held; including reasons for their recommendation.
2. before April 30 in any year, recommend to Council a slate of council members for election to officer positions of the college for next council year.
3. periodically recommend to Council, names of individuals for appointment to the boards of external organizations on which ACP holds a position.

The Nominating Committee will periodically review the applications of candidates expressing interest in appointment as a public member to council and provide recommendations to the Minister in accordance with the processes and timelines established by government.

In the event that a vacancy arises during the term of any of the aforementioned positions, the Nominating Committee will fulfil these responsibilities in accordance with the bylaws and as directed by Council.

Original TOR: September 1996

Revision Dates: January 1997, July 2013, July 2018, April 2019, November 2020, January 2021