	Nominating Committee TERMS OF REFERENCE	No.	Page 1 of 4
	Approved By: NAPAN© Executive Committee	Last reviewed June, 2007 May, 2010	
	Effective Date:	October, 2011 October, 2012	
	Originated By: Nominating Committee 2006	Revised: October, 2011 October, 2012	

Definition:

Chair: The Chair of the Nominating Committee shall be the Immediate Past President of NAPAN©.

Purpose:


1. Will follow the National Association of PeriAnesthesia Nurses of Canada (NAPAN©) Mission, Values and Nursing paradigm
2. The Nominating Committee shall seek candidates for President-Elect, Treasurer, Treasurer-Elect, Secretary, Secretary-Elect, and National Committee Chairs and Members as the positions or terms arise, directed by the Executive Committee.

Reporting Structure:

1. The Nominating Committee Chair shall report to the Executive Committee Chair.
2. The Nominating Committee shall report to the Board of Directors, as required, during the year.
3. The Nominating Committee shall report to the Annual General Meeting.
4. The Nominating Committee shall submit all nominations to the AGM.
5. The Nominating Committee Chair will declare the candidate elected.
6. The Nominating Committee Chair will report any deficiencies/delinquencies to the NAPAN© President.

Membership Composition:

1. At least three (3) persons and no more than five (5) persons, including the Chairperson, representing as many different jurisdictions/regions of the country as possible.
2. After an Immediate Past President has served as Chairperson for one year, or if the President declines to hold the position as Nominating Committee Chair, the Board of Directors shall appoint the Nominating Chair position for the balance of the year and for one (1) year term until such time as there is a new Immediate Past President.

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Terms of membership:


1. The Immediate Past President of NAPAN©, as Chair of the Nominating Committee, shall hold the position for two (2) years from the Annual General Meeting.
2. No Officer of the Corporation shall be a member of the Nominating Committee.
3. The Board of Directors, at the meeting immediately following the Annual General Meeting, shall appoint the other members of the Nominating Committee.
4. One (1) member of the Nominating Committee must be a member of the National Board of Directors.
5. The Nominating Chair, in consultation with the members of the Nominating Committee, will be given the mandate to appoint a committee member if a vacancy occurs during the nominating process, maintaining fair and equal representation of the national regions.
6. Members will support consensus decisions made by the Executive Committee and reflect these decisions during professional interactions.
7. Members will be role models and reflect NAPAN© Mission, Values and Nursing paradigm during professional interactions.
8. Members will positively contribute to the advancement of PeriAnesthesia Nursing Practice as outlined by the provincial/territorial legislative bodies, the Canadian Nurses Association, the provincial PeriAnesthesia nursing bodies and NAPAN©.
9. Members will submit their Provincial PeriAnesthesia Membership information annually at the request of the Chair.
10. Members who have breached Terms of Membership will be notified by the Chair. The Chair will notify the NAPAN© Executive Committee of the breach.

Frequency of Meetings:

1. Meetings will be held at the call of the Nominating Committee Chair.


Nominating Procedure:

1. There will be a call for nominations posted on the www.napanc.ca website with a Nomination Application Form twelve (12) weeks prior to the Annual General Meeting.
2. There will be a call for nominations emailed to each member of the Board of Directors.
3. The names and the qualifications of the nominees may be posted on the www.napanc.ca website no later than two (2) weeks prior to the Annual General Meeting.

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Calendar of Responsibilities for the Nominating Committee:

May:	Annual General Meeting, New Board of Directors, National Committee Chairs and Members take office Nominating Chair assumes position at the end of the meeting Board Meeting: appointment of Nomination Committee Members
Summer: Sept/Oct	Nominating Committee Meeting to discuss positions available for next AGM Report and explanation by the N.C. Chair of the Nominating Process to the Board of Directors
Sept/Oct	Committee members to start actively searching for members to take leadership and committee roles.
Nov/Dec Jan	Nominating Committee Meeting to discuss positions available Inform the Website Chair of the date that the Call for Nominations must be posted
Jan/Feb	In the month of February post a Call for Nominations and a Nomination Form on the www.napanc.ca website Notify all Provincial/Jurisdictional Presidents, Committee Chairs of Call for Nominations Request Provincial/Jurisdictional Presidents to notify their membership of the National Call for Nominations Contact and follow-up suitable candidates/nominees from active membership
March (late)	Review nominations with committee members. Confirm all nominees in agreement with nomination, and are NAPAN© members and secure their CV Revise Nomination Application date if necessary and repost, resubmit to all as per Jan/Feb Submit an annual proposed budget to the Treasurer prior to March 31 each yearsubmitted and passed Minutes Oct 1/11
Apr/May	Report to the Board of Directors as required Inform the Editor of date the Nominees names and bios must be posted Post nominees names and short biographies on www.napanc.ca no less than 14 days prior to the AGM.
May/June	Prepare and report to the Board of Directors meeting. Provide the Board with nominations re Committee Chairs and Members except for the Nominating Committee for ratification by the Board Present names of Scrutineers at the AGM Present Nominating Committee Report to the AGM Preside over election(s) as necessary. Announce the successful candidate(s) as elected.

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Signatures of Chairs:

 Chair NAPAN© Nominating Committee Date
 Immediate Past President of NAPAN©

 Chair NAPANc© Executive Committee Date
 President of NAPAN©

06/06/07 ged
 27/05/10 lvl
 1/10/12: lvl