



Canadian Foundation
for Infectious Diseases
Fondation canadienne
des maladies infectieuses

Terms of Reference

Nominating Committee

Purpose: To prepare a list of candidates for office in CFID, to fill vacancies existing on the Board, or vacancies created by those Officers and Directors completing their terms of office. The slate prepared by the Nominating Committee will be voted upon at the annual general meeting of the Corporation.

Objectives: To refresh the membership of the Board with Directors who have an interest in the mission of the Corporation and possess the capability to promote its objectives.

Members:

1. The chairman of the Nominating Committee shall be the Past-President of the Corporation, or in the absence of a Past-President, a member of the Board, agreed upon by a majority of the Board.
2. The Nominating Committee shall consist of 3 Directors, elected from the Board.

Duties:

1. Developing and recommending to the Board the skills, experience and diversity criteria for Directors necessary to ensure balanced representation and effective governance;
2. Identifying, agreeing upon and contacting prospective candidates regarding their possible interest and availability to serve on the Board of Directors;
3. Recommending to the Board, candidates suitable, according to the approved criteria, to fill Director vacancies;
4. Ensuring that Board members receive proper orientation to their responsibilities
5. Monitoring Board member attendance