

# ASSOCIATION OF CANADIAN TRAVEL AGENCIES

## Terms of Reference

### NOMINATING COMMITTEE

#### **PURPOSE:**

The Nominating Committee is established pursuant to the provisions of the ACTA by-laws under Article V – Directors.

The Committee is responsible for presenting a slate of directors to ACTA members to ensure that the Association is governed with excellence and vision.

#### **ACCOUNTABILITY:**

The Committee is accountable and reports to the ACTA Board of Directors. The Nominating Committee reports to Members through correspondence distributed prior to the Annual General Meeting, and at the Annual General Meeting.

#### **AUTHORITY:**

The Committee has the authority within policy parameters established by the Board to:

- Encourage the submission of eligible member names according to the defined criteria to the Nominating Committee for consideration as possible nominees for available Board positions.
- Evaluate all received applications and additional nominations against a set of criteria established by the Board from time to time.
- Nominate a full slate of candidates for election to the Board of Directors and consider potential candidates for future Board leadership positions.
- Validate the election results should an election take place.
- Review nominating committee policies and procedures and make appropriate recommendations to the ACTA Board of Directors and staff to ensure the integrity of the nominating process.
- Ensure that an appropriate Board of Directors evaluation process is in place.

#### **STAFF ACCOUNTABILITY:**

Staff provides support to the Committee through full professional and administrative services under the guidance of the President & COO.

#### **COMMITTEE MEMBERSHIP:**

The ACTA Nominating Committee will consist of three (3) members of the Board of Directors who shall be ineligible for nomination. The Nominating Committee will strive to reflect regional member representation.

#### **TERM OF OFFICE:**

The Board shall annually appoint the Nominating Committee members for a one (1) year term.