

**Terms of Reference
Nominating Committee
Updated July 2017**

Role

Reporting to the Board of Directors, the role of this committee is to secure and present a slate of qualified, acceptable candidates for the elections of Board Members, Honorary Members and, as required, membership within other ISPGR committees. When required, the Board approved slate will then be presented to the general membership for a vote.

Responsibilities

- Committee members shall consider discussions related to potential nominees to be confidential
- Committee members will share names of potential nominees with the President and the Secretariat and are prohibited from disclosing potential nominees with the general membership
- A slate of qualified nominees will be presented to the Board at least one week prior to the call for elections
- Honorary Membership candidates, which when confirmed by the Board, will be invited to attend the up-coming Congress and to be recognized for their service.
- Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained by the Secretary of the society. All such documents or communications are confidential.
- The committee will strive to ensure the Board is balanced with respect to geographical location, gender and scientific content expertise. Skills and experience in managing and/or leading a non-profit scientific association will also be considered.

Committee Composition

This committee will comprise

- Immediate past president of ISPGR who will serve as the chair
- One active non-officer member of the ISPGR Board
- 1-2 ISPGR members-at-large in good standing who are current or past board members

Meeting Frequency

It is expected that this committee will meet as often as necessary prior to building a ballot with a minimum time of 1 time per year and that, unless otherwise specified, the meetings will take place by conference calls or emails. Additional meetings will be called as necessary for the committee's other duties.

Remuneration

Members of this committee will serve in a volunteer basis.

Term and Succession

The Chair as Past-President will serve while the succeeding President maintains that office. Committee members serve a maximum of 4 years with renewal of service or election to the committee confirmed each year at the summer meeting of the Board of Directors.