



# POLICY & PROCEDURE

Administrative  
Number: 8.34

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## **TOPIC: NOMINATION COMMITTEE**

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### **TERMS OF REFERENCE**

#### **Committee Mandate:**

The Nomination Committee is a standing committee for the purpose of recruiting and selecting physiotherapy members to serve on the Council and the committees of the College.

#### **Committee Composition:**

- The Committee will consist of no fewer than 2 members plus a chairperson
- Two Council members plus a College member will be selected by Council to form the committee.
- A secretary will be appointed by mutual consent of the members.

#### **Term of Office:**

- Appointments are made for a two year term of office.
- Committee members can be re-appointed for an additional two (2) year term.

#### **Meetings:**

- Are called by the Chairperson
- Minutes of each meeting will be circulated to each committee member and the Registrar/Executive Director
- A notice of the next meeting and agenda will be circulated to all committee members at least one week prior to the meeting.
- Minutes, agenda and notices of meeting can be prepared and sent from the CPM office.

**Reporting and Authority:**

- All information discussed at committee meetings is considered confidential. The Council is responsible for the release of any information.
- Committee recommendations will be taken to the Council for acceptance, amendment or re-direction to the committee.
- The Chairperson shall report to the Council at scheduled monthly Council meetings to provide an update on committee activities.
- Council will periodically delegate tasks to the committee that are consistent with the committee's mandate. These tasks may arise from the annual strategic plan or from issues that arise periodically.

**LEGISLATIVE REFERENCE:**

By-laws: Article VIII