

Nominating Committee Role Description*

1. DELEGATION OF AUTHORITY

The Nominating Committee (NC) derives its authority from, and is accountable to, the Ontario Conference of Mennonite Brethren Churches (OCMBC), also referred to as “the Conference” or “the Corporation”. As prescribed in the General Operating Bylaw (GOB) of the OCMBC, the NC’s mandate is to propose the names of suitable candidates for election to the Board of Directors (“the Board”) and the NC. These elections are to take place at the Annual General Meeting (AGM) of the OCMBC, also referred to as “the Convention”. Once the NC is elected, the Board is to be the source of authority for the NC, since the Board operates as the Conference in the interim period between Conventions.

The NC must be composed of at least three (3) members, to be elected from among the members in good standing of local congregations of the OCMBC. Members of the NC hold office for a term of one year, until the conclusion of the next AGM. The Executive Director of the OCMBC has the right to attend all meetings of the NC, and is considered to be a member of the NC, but does not have the right to vote at meetings of the NC (as prescribed in Section 12.1 of the GOB). A quorum for NC meetings is to be fixed by the NC, but must not be less than a majority of its members (as prescribed in section 13.2 of the GOB).

2. LIMITATIONS OF AUTHORITY

The NC may not:

- Violate the requirements of the GOB
- Allow conflicts of interest regarding nominations

2. RESPONSIBILITY

The NC has the general responsibility to assist the Board to fulfil the mission of the OCMBC (as prescribed in Article 15 of the GOB). In particular, the NC is to present the following information to the Board of Directors and delegates attending the OCMBC Convention:

- The names of candidates for the Board and the NC that have been duly processed and discerned by the NC (as prescribed by sections 8.3.2 and 13.2 of the GOB);
- Any such other information and nominations as the Board may, from time to time, deem appropriate and necessary, unless such information would compromise the confidentiality and/or integrity of the nominating and discernment processes.

* Document template taken from Les Stahlke’s book entitled “*Governance Matters*”

4. EXPECTATIONS

The NC is expected to follow the procedures and guidelines prescribed in the GOB and this document, including the timing of the nominating process.

5. ACCOUNTABILITY

The NC is accountable to the OCMBC, and functions as a committee of the Corporation in cooperation with and under the general supervision of the Board (as prescribed in section 13.2 of the GOB).

The Board is accountable to the NC for:

- Providing the authorization and resources required for the responsibility
- Ensuring assistance in clarifying expectations as necessary
- Supporting the nomination and discernment processes and resultant slate of candidates when presented to the Conference-

The NC is accountable to the Board for:

- Fulfilling its responsibility within the time expected
- Providing an interim and final report to the Board at the conclusion of its mandate, including dates of meetings and committee member attendance, and a summary of its nominating and discernment activities

6. PROCESS

The NC will annually publish a call for nominations for the Board and the NC through local congregations, and by posting on the OCMBC website, no later than three (3) months prior to the AGM. This posting will include a clear description of the qualifications for the positions to be filled, expectations regarding nominations, the role of the NC, the candidate discernment process, and deadlines to be met for the nomination process. A questionnaire is to be sent to each qualified nominee and to each of their references, for their completion and return to the NC. The NC will then meet to review their written responses and prayerfully discern which nominees are suitable to be candidates for the position(s) they were nominated for, based on the applicable Statement of Qualifications and the current needs of the Board.

Note: A description of the nomination and discernment processes to be followed may be found in the following collection of documents: Nominating Committee Role Description, Statement of Qualifications, Nominee Questionnaires, Reference Questionnaires, Nominating Committee Process and Procedures, Nominating Committee Process Flowchart.