



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Nominations & Community Relations Sub-Committee

Terms of Reference

Nominations & Community Relations Sub-Committee Terms of Reference			
Approval Authority:	Board of Directors		
Approved:	2020 03 18	Effective Date:	2004 02 25
Responsible Portfolio/Unit/ Committee:	Governance Office		
Responsible Officer(s):	Chair, Governance Committee, Secretary of the Board		

1.0 Purpose

The Nominations and Community Relations Sub-Committee, through the Governance Committee, supports the Board of Directors in fulfilling its responsibilities for recruitment and renewal of the Board of Directors and non-Director members of Board Committees. The Sub-Committee also supports the Board of Directors by providing annual advice to assist the Board in fulfilling its responsibilities for community relations.

2.0 Scope

The Nominations and Community Relations Sub-Committee shall:

- (a) be bound by the Guidelines for the Nomination of Directors, as amended by the Board from time to time;
- (b) recommend annually individuals to fill vacancies on the Board of Directors as a result of a systematic and transparent nominations process as outlined below;
- (c) recommend annually other non-Director community members as required to fill vacancies in the non-Director positions on Board Committees;
- (d) act as a resource to the Governance Committee in building relationships with the communities served by NOSM;

3.0 Composition

The Nominations and Community Relations Sub-Committee shall be comprised of seven (7) voting members appointed by the Board of Directors annually including the following:

- One Governance Committee member, who will be appointed Chair
- Two elected Directors
- The Chair or designate* of the Aboriginal** Reference Group
- The Chair or designate* of the Francophone Reference Group
- The President or designate* of the Federation of Northern Municipalities (FONOM)
- The President or designate* of the Northwestern Ontario Municipal Association (NOMA)
- Dean-CEO (non-voting)

The Chair and Vice-Chair of the Board may attend meetings, however will not be required to vote or count in quorum.

Members shall be appointed annually by the Board of Directors.

*One designate may be appointed and must serve for a term. The identity of the designate must be communicated, in writing, to the Chair and Secretary of the Board.

4.0 Accountability and Reporting

To the Board of Directors, through the Governance Committee, with respect to recommendations on the nomination of Directors, nomination of non-Director members of Board Standing Committees and advice on community relations strategies.

5.0 Meetings

With respect to the Nominations process, the Sub-Committee meets initially no later than four months before the Annual Meeting of the Members and as required at the call of the Chair.

Additional meetings respecting the community relations advice responsibilities will be held as required at the call of the Committee Chair.

A quorum shall consist of a majority of the members of the Committee including at least three (3) of the external members and two (2) Board members of the Committee.

6.0 Staff & Resource Support

The Dean-CEO shall provide staff and resource support to the Committee.

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Version	Date	Authors/Comments
V1.0	February 25, 2004	Original Version
V2.0	May 10, 2008	Updated
V3.0	May 10, 2013	New ToR with addition of Nominations and Community Relations Sub-Committee – Recommendation of Governance Review
V3.1	November 29, 2013	Edits made to be consistent with By-Law No 6
v3.2	September 24, 2014	Edits stemming from By-law No. 7 [approved by the Governance Committee on September 11, 2014
V3.3	March 11, 2015	Edits stemming from mid-term replacement language requirement/May suggestions – June 18, 2015
V4.0	September 23, 2015	Further edits. New Mid-term Section
V5.0	September 2016	Separation of Process from Terms of Reference Final Review by Governance Cmt 9-9
V6.0	March 18, 2020	No context changes only split the ToRs Governance/NCR to be stand alone documents ** Needs to be changed with review from NCR and Governance Committee