

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To ensure effective succession of qualified individuals for the Girl Guides of Canada Board of Directors, by recruiting and presenting a slate of nominees for election. This committee reports to the Governance Committee, and Director-Governance.

RESPONSIBILITIES

1. Actively recruit women to serve on the Board. Seek diverse and well-balanced composition of applicants.
2. Ensure an open and transparent application and election process, including the timely and clear communication of the requirements and processes involved.
3. Screen, interview and assess applicants based on the Board-approved position description(s) and required skill sets.
4. Prepare a slate of qualified nominee(s) for each position that is open for election.
5. Prepare material to introduce nominees to the electorate.
6. Implement the election process as per *Governance Policy 3.5 Board of Directors Meetings, Voting & Documents*.
7. Refer applications to Chairs of Board Committees when the screening process identifies individuals who may be qualified and suitable for committee positions, as per committee terms of reference.
8. At the end of each electoral process conduct a review of the process and outcomes. As well as the duties outlined in the Terms of Reference and submit recommendations for consideration to the Governance Committee to facilitate the work of the committee in the future.
9. Ensure compliance with the Board-approved Nominating Committee Procedures and the Fundamental Principles for all National Level Committees.
10. The Nominating Committee will carry out the screening of all candidates for the Director-Provincial Operations.

REQUIREMENTS FOR POSITION

This role is especially suited to individuals who are looking to have an enduring impact on an important organization in Canadian society. We particularly invite individuals who are young women and members of Canada's diverse communities.

Successful candidates will have the following qualifications:

- Knowledge of governance and the specifics of the GGC governing model and Board roles;
- Understanding of the current Strategic Plan and the skill set to best lead and direct the Strategic Plan;
- Understanding of volunteerism and current trends;
- Interview skills and assessment techniques; and
- Expertise in the field of human resources, recruitment, and volunteer management.

TERM

Members of the Nominating Committee will serve for a term of one (1) year, between each Annual General Meeting, and may be reappointed to a maximum of three (3) years. A maximum of two (2) members may be reappointed annually.

The committee conducts its business via email, and meetings are held via video conference. Meetings will be held regularly between January and March in preparation for selecting a slate of candidates ahead of the Annual General Meeting in spring. Due to the rigorous timeline, regular weekly work will be required from all members between January and March.

APPLY NOW

To apply, complete the [National Volunteer Application \(Adult\)](#), and attach your **cover letter** and **resume**. Deadline to apply is **Tuesday January 16, 2024 at 11:59 PM ET**. Only successful candidates will be contacted. If you have questions regarding this position, please contact executiveoffice@girlguides.ca.