



**BOARD OF DIRECTORS  
MEETING # 9 (2017-2018)**

**June 1, 2018  
Electronic Vote**

**Votes received from:**

D. Thompson  
C. Atkinson  
M. Brown  
D. Leckie  
P. Legault  
B. Seawright

ITEM	ACTION
9-2018:01.1	<b>MOTION:</b> P. Legault/M. Brown To approve the Nominations Committee Terms of Reference as presented. <b>CARRIED</b>



## **Terms of Reference: Nominations Committee**

### **Mandate**

The Nominating Committee is a standing Committee of the Swim Ontario Board of Directors that is responsible for ensuring that the Swim Ontario Board of Directors is composed of persons sufficiently qualified and skilled to provide effective leadership to Swim Ontario.

### **Composition**

The Committee shall be comprised of 3 persons. The President shall appoint the chair of the Committee and the remaining committee members shall be appointed by majority vote of the Board.

SO Staff and Board Members seeking re-election shall be ineligible to serve on the committee.

### **Responsibilities**

1. Conduct evaluation of current Board composition and requirements using the Board Recruiting and Development Matrix, as a guide, set out in Schedule C to this Terms of Reference, and any other method of evaluation the Committee deems appropriate.
2. Identify potential Board nominees for future consideration.
3. Review potential Board nominee applications using the interview questions, as a guide, set out in Schedule A to this Terms of Reference. The Committee may include any additional questions in Schedule A deemed appropriate.
4. Make best efforts to ensure that the number of nominees precludes acclamation
5. Inform the Board of the slate of candidates.
6. Follow the Recruitment and Selection Process as outlined in Schedule B to this Terms of Reference.
7. Perform any additional tasks that the Board may from time to time assign.

**Meetings**

The Committee shall meet in person or via teleconference as deemed appropriate.

**Reporting**

The Committee shall provide a written report to the Board in a form and on a timeline that the Board shall from time to time determine.

The Committee shall provide a written report for inclusion in the Swim Ontario annual report.

**Review**

The Board shall review the Committee's Terms of Reference and performance annually.

Approval: May 2018

## **Schedule A**

### **Nominations application and questionnaire – Swim Ontario Board of Directors**

**Date:**

**Candidate:**

**Name:**

**Tel:**

**Email:**

1. Tell us a bit about yourself; current profession, occupation, interests
  
  
  
  
  
  
  
  
  
  
2. Summarize your understanding of the mission and values of Swim Ontario and how you support these.
  
  
  
  
  
  
  
  
  
  
3. Have you been involved with the Swim Ontario or one of its affiliated clubs/regions?
  - a) Length of association
  - b) Scope of involvement
  
  
  
  
  
  
  
  
  
  
4. What is your previous experience on a Board of Directors of a voluntary organization?

5. What is your understanding of the role of the board?

What is your understanding of the role of staff in the organization?

6. What special knowledge, skills or experience do you have which would assist in board decision-making?

What do you think would be your particular contribution to the good governance of the organization?

7. Are you able to devote the time and effort necessary?

Monthly time commitment:

- 1 -3 hours Board;
- 1-2 hours reading; Committees
- 2 – 4 hours; other events

8. How would you describe the role that Swim Ontario plays in the swimming community?

What do you see as the top three trends facing the Canadian Sport System and specifically the sport of Swimming?

**\*\*The above questions and your responses will be published in full and made available to the Swim Ontario Membership prior to the Board of Directors Elections at the annual Swim Ontario AGM.\*\***

**Schedule B**  
**Board Recruitment and Selection Process**

<b>Item</b>	<b>Timeline</b>
Call for prospective board members sent out	June 1
Nomination Committee evaluate current board composition and needs based on Board Recruiting and Development Matrix (Schedule C )	June 30
Nominations Applications received from prospective board members	July 15
Review of Nominations Applications of prospective board members conducted by Nomination Committee members	July 15 – August 15
The Board of Directors informed of slate of Candidates.	August 15- Sept 01
All Nominations applications and questionnaires – Swim Ontario Board of Directors, will be published and posted on the Swim Ontario Web site and other social media as applicable.	Early September via email and at the AGM.

## Schedule C

### Board Recruiting and Development Matrix

	[Name]	[Name]	[Name]	[Name]	[Name]	[Name]
<b>DEMOGRAPHICS</b>						
Full Years on the Board						
Gender: Male / Female						
Geographic Representation						
Sector Involvement: Private, Public or Nonprofit						
Age: 25 – 35; 35 – 45; 45 – 55; 55 plus						
<b>PROFESSION</b>						
Accounting/Finance						
Education/Training						
Law						
Business						
Community/Soc. Services						
Government						
IT						
Real Estate/Developer						
Human Resources						
Other: [insert profession]						
<b>EDUCATIONAL BACKGROUND</b>						
Secondary						
University/College						
Post graduate						
<b>ATHLETIC BACKGROUND</b>						
Competitive Swimmer						
Other:						
<b>KNOWLEDGE/SKILLS</b>						

Finance/analysis						
Legal Issues						
Advertising/Marketing/Communication						
Management						
Real Estate						
Human Resources						
Government Relations						
Adult Ed./Training						
Fundraising						
Strategic Planning						
Advocacy						
Programs/Policies						
Community Resources						
Volunteer Engagement						
Technology/IT						
<b>AREAS OF INFLUENCE</b>						
Business & Industry						
Gov't (civic, provincial, federal)						
Media/Advertising						
Nonprofits						

**Identified Composition Requirements:**