

## **Terms of Reference**

<b>Policy Title</b>	<b>Policy Number</b>
Terms of Reference	TOR-5
Nominating Committee	<b>Date of Approval</b>
	March 14, 2012
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	May 14, 2014
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### **Purpose**

In partnership with the Registrar, membership, and council; Communicate with and mentor potential Council members and strive to obtain a sufficient number of nominations for the election process for Council vacancies.

- To manage the election process in cooperation with the Registrar/CEO and to present the election results to the membership.
- To work with Council to mentor candidates for executive positions prior to the election meeting each year.
- To assist council in selection of Committee chairs as necessary.

### **Authority**

To govern the election process pursuant to Article V. of the College of Medical Laboratory Technologists of Manitoba By-laws.

### **Composition**

The committee shall be comprised of an appointed Council member as chair and a minimum of one other person.

### **Terms**

The Chair shall be a Council member, appointed annually by the Council. Members shall be appointed by the Chair, subject to Council approval.

### **Meetings**

The committee shall meet as required.

### **Reporting**

The Chair shall provide reports, in writing, to the Council as requested. The Chair shall submit minutes of all meetings to the Registrar/CEO.