

## COMMITTEE CHARTER

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<b>Committee:</b>	Nominations Committee
<b>Committee Sponsor:</b>	Mount Royal Faculty Association
<b>Date Last Revised:</b>	May 24, 2017

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### **Mandate**

The Nominations Committee shall seek out members suited for and willing to accept nomination to serve on the MRFA's Executive Board, standing committees, ad hoc committees and joint committees.

### **Authority**

The Nominations Committee is a standing committee of the Mount Royal Faculty Association. It recommends nominees and appointees to the Association's various committees.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

### **Membership**

The Nominations Committee shall consist of:

- the Executive Assistant
- Six faculty members from the following areas
  - o the Faculty of Business and Communication Studies, the Faculty of Science and Technology, and the Library (elected in odd-numbered years for two year terms)
  - o the Faculty of Arts, the Faculty of Health, Community and Education, and General Education / Academic Development Centre (elected in even-numbered years for two year terms)
- The committee shall annually select a chair from among its members.

### **Meetings**

Meetings of the Nominations Committee shall be called as required by the chair. Quorum shall be three members of the committee, including the chair. Minutes will be taken for all committee meetings and submitted to the Executive Assistant for filing.

### **Expected Activities**

The Nominations Committee shall:

- seek out persons suited for and willing to accept nomination to serve on the MRFA's Executive Board, standing committees, ad hoc committees and joint committees;
- host an annual "A Committee (Af)fair" to introduce faculty to MRFA committees;
- endeavour to ensure there are more candidates nominated than the total number of positions to be filled;
- as requested by the Executive Board, make recommendations to the Executive Board on appointments to ad hoc committees;
- members of the committee, not nominated for other Association positions, shall serve as vote sitters in MRFA elections;
- members of the committee shall serve as vote sitters for ratification votes as required;
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.

### **Resources**

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.