Nominating Committee
Terms of Reference

Date	Action	Notes
July 7, 2026	Created	Drafted by Gretchen Evans, based on inputs from Governance Committee
Jul 10, 2026	Revised	Accepted revisions from Tony Field, updated formatting
Jul 27, 2026	Revised	Accepted revisions from Matt Glandfield via Gretchen Evans
Jul 27, 2026	Revised	Included operational details including board interaction, chair, and minimum package contents per Rick Burpee's suggestion..
Jul 29, 2026	Adopted	Adjusted wording regarding impartiality of the process, and adopted by board.
Date		

Principles

This document provides protocols for the administration and operation of the Nominating Committee of the Toronto Concert Band.

Purpose

The Nominating Committee ensures the Toronto Concert Band (TCB) has an effective, skilled, and diverse leadership team. The Committee is responsible for **recruiting, assessing, and recommending** qualified candidates for the Board of Directors using an impartial assessment of the organization's evolving needs.

Composition & Qualifications

The Board actively welcomes interest from across the entire membership.

- **Size:** Minimum size of 3 individuals, no maximum size set. (5 is recommended).
- **Independence:** Individuals serving on the Committee are not up for nomination to the Board.
    - Exception: This does not apply in the transition year (2026). Strict conflict-of-interest protocols should be used to ensure candidates do not assess themselves.
- **Transparency:** The Committee should be composed of a majority of Members who are not Directors.
    - Exception: This does not apply in the transition year (2026). If the constitutional amendment passes, at least one individual on the committee must be a Member who is not a Director.
- **Qualifications:** Committee members should be in good standing and ideally have sufficient tenure with TCB to understand our culture, governance, and strategic direction.
- **Core Attributes:** Fair, impartial, discreet, and committed to a diversity of perspectives across all sections of the band.
- **Time Commitment**: This process is active during late spring (recruiting), during the summer (recruiting and assessing) and in the early Fall (preparing the recommendation). Committee members must commit enough time to provide a proper recommendation to our Members.

Responsibilities, Process & Timeline

The Committee operates independently but uses a structured framework to support the organization's best interests:

Date / Timeframe	**Description**
Early April	The Board strikes the Nominating Committee and the committee begins work The Board sets the date for the AGM and announces it to members.
April	**Consultation**: The Committee works with the board to fully understand its shifting needs and strategic gaps The committee updates/prepares the **nomination package** which describes: ● The details of the process of submitting the form ● The skills and needs the band has for the Board
May 1	Target beginning of the nomination window. Call for nominations sent to members. Recruitment begins.
May through August	Recruiting and assessing nominees **Receiving Submissions**: Board candidates must submit a formal nomination package, including their written consent to stand for election. Board members intending to stand for re-election are required to re-submit their nomination package. **Assess Eligibility:** Confirm that candidates are legally eligible to serve on the Board of Directors (18+, mentally capable, not an undischarged bankrupt) **Consult with Candidates:** Host comfortable one-on-one conversations with candidates or potential candidates to answer any questions they may have, or that the committee may have. **Maintain Impartiality:** Evaluate all candidates impartially based on what the organization needs, rather than simply nominating peers or friends. **Standardized Skills Assessment:** Recommend building and utilizing a standardized skills matrix to identify and fill leadership gaps.
AGM - 60 days (typically August)	**Important:** Precisely 60 days prior to the set AGM date **Nomination Window Closes:** Nominations are no longer accepted by the committee Last day for Members to submit “Member proposals” for the AGM (which can include

	nominating candidates (i.e. the ONCA route)) The committee begins preparing its recommended slate.
Between 50 and 30 days before the AGM (typically September)	**Important**: not before 50 days before the AGM, and not after 30 days before the AGM. **The Recommended Slate:** The Committee prepares a recommended slate of candidates which will be sent to the membership alongside the official notice of meeting. The recommendations should be accompanied with its rationale, in order to provide transparency to Members. Normally, the number of candidates will equal the number of open positions. If the number of candidates matches the available spots, they may be elected as a single slate by ordinary resolution at the AGM. Only candidates recommended by the committee, or those formally nominated under ONCA, can stand for election. During the transition year, as a constitutional amendment is proposed that will adopt two-year Director terms and two groups of members, the nominating committee works with the board to determine the Group A / Group B assignments.
AGM	**Presentation:** The nominating committee presents its slate to Members at the AGM. Nominations are not accepted from the floor at the AGM.
After the AGM	**Post-mortem:** The nominating committee can assemble its feedback for its successors The committee disbands.

Operational

Appointment of Chair

The committee is encouraged to select a chair from among its members to facilitate meetings and communications.

AGM Presentation

The committee is encouraged to coordinate with the current Secretary of the Board of Directors in the preparation of the AGM presentation materials, but the Nominating Committee shall present the nominees to the members. Candidates for election submitted through Member Proposals (i.e. the ONCA route) are presented by the Board.

Confidentiality

To protect the privacy of our volunteers and encourage a healthy pool of applicants, **strict confidentiality is required**.

- The Committee will only publish the names of the final recommended slate.
- The names, applications, and deliberations regarding any other applicants will remain permanently confidential.

Conflict of Interest

A conflict of interest applies when a member of the nominating committee stands to personally benefit (financially or otherwise) from a board nomination decision.

- Interpersonal Conflicts: Because we are a close-knit community band, it's completely natural for committee members to have personal connections. Members must also recuse themselves from discussions where existing personal dynamics might impact an impartial evaluation.

Protocol:

To keep the process completely fair and unbiased, we use a strict "declare and recuse" policy. When a conflict arises, the affected member must:

Declare: Disclose the conflict to the committee immediately.
Recuse: Leave the meeting and pass on participating in the discussion and vote.
Document: Ensure the recusal is formally recorded in the minutes.