

## Vice President Finance / Secretary-Treasurer Nominating & Selection Committee Terms of Reference G-13, H-77

LONG TITLE	A Policy Respecting the Nomination & Selection Committee of the Vice President Finance / Secretary-Treasurer	DATE OF ENACTMENT	28 February 2022
		LAST AMENDED	
REFERENCE No.	G13, H-77	NEXT REVIEW	February 2023
CATEGORY	Human Resources	COMPETENT CHAMBER	Council

### PREAMBLE

This policy shall govern the Nomination of a Vice President Finance / Secretary-Treasurer annually in this Student Association. This Policy shall be reviewed every year by Council.

### INTERPRETATION

**1** This Policy may be called the *Vice President Finance Election Policy*.

**2** In this Policy, the following definitions shall apply:

**“Committee” or “nominating Committee”** means the Vice President Finance / Secretary-Treasurer Nominating Committee;

**“Vice President Finance / Secretary-Treasurer”** or similar has the same meaning as “Vice President Finance / Secretary-Treasurer in the *Bylaws*;

### OBJECTIVE

**3** To ensure that the authority of nominating and selecting the Vice-President Finance / Secretary Treasurer is shared between Council and the Board through a highly specialized committee. And to ensure that said allocation of authority promotes a system of checks and balances whereby a mix of democratically elected individuals from various bodies have the final say in the nomination of the Vice-President Finance / Secretary Treasurer.

### THE NOMINATING COMMITTEE

#### Mandate

**3** There shall be a nominating committee, acting under the *Committees Policy*, known as the Vice President Finance Nominating Committee.

*Committees Policy (G-04)*

- 4** The Nominating Committee shall be responsible for:
- (a) coordinate promotion of the position of Vice-President Finance / Secretary Treasurer.
  - (b) working with the-Human Resources Generalist to develop a standard of objective criteria for reviewing, interviewing, and selecting applicants.
  - (c) upon reviewing all applications, the whole committee, meaning at least three voting members and two resources members, will select one nominee to present to Council.
  - (d) providing a detailed recommendation for the Vice President Finance / Secretary Treasurer candidate to Council for review and confirmation, outlining specific skill-sets, experience, and education that qualifies the recommended candidates for the position.

**Quorum**

- 5** A quorum of not less than three voting members, and the Director of Human Resources, shall be required to interview the applicants.

**Composition**

- 6** The Nominating Committee shall be comprised of:
- (a) the Incoming President, who shall serve as chair of the committee and vote only to break a tie;
  - (b) one outgoing Director, selected by the Board, or if there are no Directors, one Councillor not seeking election in the same year, selected by lottery;
  - (c) two Councillors not seeking election in the same year, selected by Council;
  - (d) the Outgoing President, nonvoting;
  - (e) the Outgoing Vice President Finance / Secretary Treasurer; nonvoting; and
  - (f) the Human Resources generalist, nonvoting.