

Langs Farm Village Association

Job Description for

**NOMINATING/ANNUAL GENERAL MEETING
(AGM) COMMITTEE**

- Purpose:** To identify, recruit and recommend candidates for election to the LFVA Board. To plan the organization's Annual General Meeting.
- Membership:** The membership of the committee shall consist of 3-5 board members, Executive Assistant and the Executive Director as required.
- Accountability:** The committee is accountable to the Langs Farm Board. The Chairperson of the Committee shall be responsible for reporting to the Board on a monthly basis while the committee meets.
- Frequency of Meetings:** The Committee shall meet 4 to 6 times/year
- Quorum:** Quorum shall be 50 % of the current membership of the committee.
- Decision Making:** Decisions will be reached by consensus or by a majority vote of a quorum when consensus cannot be reached.
- Chairperson:** The Chairperson of the Committee shall be current members of the Board of Directors.
- Minutes:** Minutes shall be taken by the recording secretary appointed by the committee or on a rotating basis by committee members. Minutes shall be approved at the following committee meeting and will be available to all board and staff members.

Responsibilities:

Recruitment/Screening and Selection of Potential Board Members

1. To encourage members of the Langs Farm Village Association to consider and seek election to the Board of Directors.
2. To ensure due notice is given of up-coming elections and election procedures.

3. To seek out and recruit candidates for election to the board by identifying and encouraging members who have certain characteristics and/or qualifications, as specified by the Board. To identify and recruit more candidates than required and ensuring the organization has an ongoing contact list of potential leaders for succession planning.
4. To review the selected candidates with the Board by distributing a list of candidates and their information forms two months prior to the election.
5. To invite potential candidates to a board meeting as guests.
6. To prepare the slate of nominees for election.
7. To help conduct an initial orientation session for potential Board candidates.

Responsibilities:

AGM Planning

1. To identify a theme for the AGM.
2. To develop an agenda for the meeting.
3. To identify potential speakers for the event. To select a speaker in consultation with the LFVA Board.
4. To ensure board reports are completed in a timely fashion. To review the AGM report and provide feedback.
5. To co-ordinate refreshments, entertainment, facilities set up and clean up.
6. To recognize retiring board members, speakers and guests at the AGM.
7. To evaluate the AGM in consultation with the Board and recommend changes for future Annual General Meetings.

October 2000
Approved: January 2010