

**Langs
Job Description for
AGM/NOMINATING COMMITTEE**

Purpose

To identify, recruit and recommend candidates in conjunction with the board as a whole for election to the Langs board. To plan the organization's annual general meeting.

Membership

The membership of the committee shall consist of 3-5 board members, the Executive Assistant and the Chief Executive Officer as required.

Accountability

The committee is accountable to the Langs board. The chair of the committee shall be responsible for reporting to the board when required.

Frequency of Meetings

The committee shall meet as required, but no less than 4 times per year.

Quorum

Quorum shall be 50 % + 1 of the current committee's membership.

Decision Making

Decisions will be reached by consensus or by a majority vote when consensus cannot be reached.

Chairperson

The chairperson of the committee shall be a current member 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.

Responsibilities

Recruitment/Screening and Selection of Potential Board Members

1. To encourage members of the Langs community to consider and seek election to the board of directors.
2. To ensure due notice is given of upcoming 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 list of candidates interested in volunteer board membership.

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.

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 Langs board.
4. To ensure board reports are completed in a timely fashion. To review the AGM report and provide feedback.
5. To coordinate 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.