

## **Nominations Committee Terms of Reference**

### **Purpose**

The Nominations Committee of Rideau Park United Church works as a team to:

1. Ensure that there is an active and functioning nominating process within the congregation that proposes nominees annually, or more often as required, for the elected positions of the congregation, as terms of office expire or positions become vacant.
2. Facilitate and advise on the various processes for the identification, engagement and recognition of volunteers for committees, duty rosters, activities and events

### **Structural Accountability**

The Nominations Committee is a committee of, and accountable to Council.

### **Responsibilities**

#### **General:**

1. To nominate Council members, Elders, Stewards, Trustees, Presbyters and committee chairpersons, including the chairs of Council committees, Session committees, the Treasurer and the Stewardship coordinator. Nominations are to be approved by the congregation at the Annual General Meeting or another congregational meeting, or by Council on an interim basis between congregational meetings;
2. To communicate regularly with the congregation through the church bulletin, Church Post and by other means about the opportunities and benefits of volunteering at Rideau Park;
3. To annually review the Time and Talents form prior to the Fall Stewardship Campaign, to consult with the Church Office on processing the input received, and to undertake the distribution of the results to committee chairs and duty or event coordinators for their use;
4. To meet periodically (e.g., annually) with Council, Session Chairs, Committee of Stewards to discuss both the need as well as various aspects of attracting and mentoring new volunteers/committee members, and succession planning for committee chairs;
5. To “check in” from time to time with coordinators of duty rosters/events (e.g., coffee roster, event hosts, night-time security duty roster) re. the issues encountered and possible methods for recruiting volunteers;
6. To ensure that Council undertakes a Volunteer Appreciation Sunday each year in the Spring.

#### **Specific:**

1. To ensure that candidates for election meet the qualifications required to serve in the capacity for which they are being recruited;
2. To adequately inform interested members of the responsibilities and expectations of the position for which they are being approached;
3. To report periodically to Council; report to the congregation at the Annual general Meeting; and provide a detailed report with a slate of nominees for publication in the Annual Report.

### **Membership**

- Committee membership should generally reflect the range of membership in the congregation and have a broad understanding of the qualifications of congregates. The Committee should have 5 - 7 members.
- The Minister of Christian Family and Worship, and the Minister of Community and Worship, will serve as advisors to the Committee, but cannot be members of this Committee.

- The Chair of Council will serve as an advisor to the Committee. [Symbol] Terms: The Term of Office of the Chair is three years. There is no definite term for members, but a regular turnover of membership is expected.

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**Frequency of Meetings/ Timing of Activities**

The Committee meets in person as requested by the Chair. Typically the Committee would meet at least three times per year and could, for example deal with nominations (Fall), distribution/advice on Time and Talents results (Winter), and advice on volunteer recruitment, volunteer appreciation (Spring)