

Appointments Committee Terms of Reference

Reports to:

The Appointments Committee is a committee of and advisory to the Board of Directors.

Purpose:

The committee shall:

1. review and make recommendations to the Board of Directors on appointments to committees, groups, advisory bodies and CMA representation on outside bodies, except for search committees reporting directly to the Board; undertake additional searches for newly established task forces or search committees, upon Board request
2. upon Board request, serve as a search committee
3. consider requests (for appointments of significant importance) for physician nominees to outside organizations/bodies where there is no reporting relationship to CMA
4. review candidate survey results to determine the requisite skills mix for committees and groups
5. seek out candidates with a view to recommending appointments of eligible and skilled individuals that reflect the diversity of the profession (i.e. factors such as location of practice, gender, age, culture, area of practice, critical thinking, etc.) and optimize opportunities for member participation in the association in balance with committee continuity and turnover. The Board may direct the committee, or the committee may choose, to bring forward more than one nominee for any position.
6. assist the Nominations Committee as required
7. maintain the confidentiality of documents and committee deliberations

Composition*:

- four members appointed by and from the Board of Directors
- 1 member-at-large elected by General Council

*The Board may appoint additional members to the committee for specific searches as it deems necessary.

Chair:

- selected by and from within the committee

Term:

All members are appointed for a term of up to 3 years, renewable once, or by virtue of their position. At the discretion of the Appointments Committee and Board of Directors, terms may range from 1 to 3 years to allow for staggering of turnover. Directors' terms shall not exceed their term on the Board. A committee chair's term shall not exceed his/her current term on the committee.

Quorum: A majority of members

Secretariat: Governance

Meetings: at the call of the Chair

Distribution of Action Items: Committee members

[Last updated: April 2020]