

APPOINTMENTS COMMITTEE TERMS OF REFERENCE

Reports to:

Board of Directors

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

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, with the exception of search committees reporting directly to the Board; undertake additional searches for newly established task forces or search committees, upon Board request
2. the Board may direct the committee, or the committee may choose, to bring forward more than one nominee for any particular position
3. upon Board request, serve as a search committee
4. consider requests (for appointments of significant importance) for physician nominees to outside organizations/bodies where there is no reporting relationship to CMA
5. assist the Nominations Committee as required
6. 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
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. The term of a director on a committee shall align to his/her current term on the Board; a committee chair's term shall align to his/her current term on the committee.

Quorum: 3 members

Secretariat: Governance

Meetings: at the call of the Chair

Distribution of Action Items: Committee members

[Last updated: October 2019]