



Terms of Reference

NOMINATIONS COMMITTEE

The Lambrick Park Church (LPC) NOMINATIONS COMMITTEE is a **standing committee established by the LPC Board of Elders**. It makes confidential recommendations to the Board and contributes to the leadership of Lambrick Park Church through: identifying the unique gifts and skills of members; understanding the key requirements of the team; and recommending the most effective placements to ensure the most successful team composition.

1. Objectives

- A. The mandate of the committee includes providing confidential advice and making recommendations to the Board regarding the following functions:
 - a. Nominations of members to serve as elders, and other teams as required
 - b. Structure and composition of teams
 - c. Convictions and opinions regarding the fit of potential candidates
- B. As required, the committee may work with other committees and staff to assist in completing its mandate.

2. Authority

- a. The committee serves as an advisory committee to the Board, making recommendations for Board consideration.
- b. The committee will consider items referred by the Board of Elders. It may also liaise with the Lead Pastor, staff, and other committees, as required to meet its objectives.

3. Committee Establishment and Composition

- a. The Board of Elders will appoint the committee chair. The Board may choose to appoint an Elder as Chair.
- b. The Committee Chair will recommend additional members for the Board's approval, including a Committee Secretary.
- c. The committee will consist of a minimum of 4 members.
- d. The committee membership should reflect the diversity of the congregation, and should be church members, in good standing.
- e. Appointments are understood to be a 2-year term, and may be renewed at the recommendation of the chair and approval of the Board. Appointments may be renewed twice, to a maximum term of 6 years, unless the Board grants a specific exception.

- f. To ensure continuity, committee member terms will conclude in offsetting years, to maintain a balance of new and existing members.
- g. When a Board member is not Committee Chair, a Board member will act as liaison between the Committee and the Board and may participate in meetings in a voting capacity.

4. Committee Responsibilities and Procedures

- a. The committee will hold regular meetings, a minimum of 4 times per year, with special meetings as required.
- b. Committee meetings and timeline of recommendations will coincide with Lambrick's AGM and corporate calendar unless special exception requested by the Board.
- c. A quorum of 3 committee members is required to conduct committee business.
- d. The committee will record the minutes of each meeting along with written recommendations for action or consideration by the Board. A copy of minutes and recommendations will be sent to the office to be kept on file.
- e. The Committee will solicit the congregation and receive suggestions for candidates, and will conduct a preliminary review with candidates, according to committee procedure. *(Separate document to be created)* Timing of the recommendations will allow new members to be affirmed by membership at the AGM.
- f. The Committee will report to the Board through written recommendations arising from each meeting (as outlined in the minutes), and also through the Board Liaison and/or Committee Chair.
- g. The Board will communicate direction to the Committee in writing through Board Minutes, and also through the Treasurer and/or Committee chair.
- h. If required, the Nominations Committee will work with other Committees to discuss matters with implications to its mandate.
- i. The Committee chair will work with the Board Chair to prepare communications to be shared at the Annual General Meeting in November. Office administration will provide support for this process.
- j. The Committee will operate within its designated budget.
- k. The Committee will annually review relevant policies and procedures, as required and brought forward by staff.
- l. The Committee will review its Terms of Reference annually.