

Committee: **Nominations and Awards**

Reports to: Board of Directors

Chaired by: Past President

Members: Past President, Executive Director, interested Board members and two other non-board members, of which at least one must be a municipal member.

Frequency: Likely to be 2-3 times per year, and more frequently in an election year and at the discretion of and called by the Chair.

#### Overall Objectives and Responsibilities

This Committee is responsible for administering a fair and open election process for the Board of Directors and to provide the Board of Directors with a list of names for nominees for consideration for awards, Board of Director positions, and Committee positions as required.

The Committee shall develop a detailed work plan and associated budget to be submitted in writing to the Board of Directors for approval within the first quarter of the year, and presented by the Committee Chair at the annual conference.

#### Specific Responsibilities:

- Administer the MISA Ontario election process for candidates for elected offices as required to form the Board of Directors, including facilitating the open nomination and electoral campaigning process.
- Coordinate with the Web and Communications and Events Committees to publicize and support the election process.
- Forward nominations for the election process to the Secretary no later than six (6) weeks prior to the Annual General Meeting.
- Solicit membership for involvement in the work of the Association's Committees.
- Solicit nominations for awards.
- Award Nominations to the Secretary no later than six (6) weeks prior to the Annual General Meeting.
- Recommend lifetime membership award to MISA Board.

#### Deliverables

- Provide the Events Committee upcoming event program recommendations.

- A fair, open and transparent election process.
- Recommends awards to the Board / Secretary in a timely manner.
- A slate of candidates for Board of Director and committee positions.
- Process for replacing members prior to end of term.
- Awards trophies / mementoes procurement.
- Presentation of awards.