

TERMS OF REFERENCE

Nominating Committee

The bylaws of each branch set out the procedures for nominations and elections. Convention mandate allows branches the option that the general membership need only elect the Chair of the Nominating Committee, while the Chair of the Nominating Committee may appoint the other two members. If a branch would like to make an amendment to reflect this option, the Branch Bylaws must be sent to Command for approval by the Constitution and Bylaws Committee.

Nominating Committees are comprised of persons who have indicated they do not intend to run for office. A Nominating Committee cannot nominate members of the Nominating Committee. Once the Nominating Committee has reported and has been "stood down," it is permissible for a member of that Committee to be nominated from the floor.

Policy governing the duties of the Nominating Committee was set at a BC/Yukon Convention. The Nominating Committee must present a proposed slate of suitable candidates for each of the offices – the list to **at least** include one name per position. With reference to the "at-large" positions on the Executive, the Nominating Committee may identify more than the number of vacancies that are involved. If other candidates are nominated, they must be nominated from the floor following the presentation of the Nominating Committee report.

Branches can hold their elections only during two periods in a year. They may elect in November or December with the newly elected Officers assuming office on January 1. If they elect in May or June, the newly elected Officers assume office on July 1. No matter when the Installation of Officers takes place, Officers assume their duties on January 1 or July 1. Any change in the time of year of an election involves amendments to branch by-laws. Any such amendment does not become effective until approved by BC/Yukon Command. The change cannot be carried out until the branch receives official notification to that effect. Elections of the Ladies Auxiliary to a branch must coincide with the election of the branch. However, the change would not take effect until the Command Bylaws Committee approved the amendments to the L.A. Bylaws.

The *General Bylaws* provide that any branch through its bylaws may require a member to have served one term on the Executive Committee to be elected President or Vice-President (s) or Chair. The bylaws may also require a member hold membership in the branch for one year to be eligible for election to the Branch Executive. Unless the individual branch bylaws specifically provide otherwise, the reference to "one year" is considered the immediate preceding 12 months prior to taking office.

Where the restrictive provision refers to candidates for President and Vice-President, all Vice-Presidential offices are subject to the restrictive provision. If a branch wishes the restrictive clause to apply merely to the offices of President and First Vice-President, then it must specifically spell this out in its own bylaw provision. Branches are advised to have the same eligibility qualifications with respect to election of President and all Vice-Presidential positions. This will ensure that should the President subsequently resign, the senior most shall move up and assume the duties of President. If they do not, they are obligated to resign. Vice President will meet the same requirements as for the position of President.

It is recommended that the Nominating Committee consider the following list when considering potential candidates. It would also be a good idea to give this list to each candidate running for office:

Top 10 Critical Success Factors For Leaders in the Royal Canadian Legion

- 1) Clear and meaningful purpose for existence.
- 2) Clear understanding of members' needs and how to meet them.
- 3) Determination to modernize the organization locally at the branch and support the growth of your Provincial Organization.
- 4) Strong volunteer leadership by the President with the ability to:
 - Have and communicate the vision of the organization in a mature and positive manner;
 - Subordinate personal interests for the good of the whole;
 - Serve as Legion spokesperson to members, the press and public at-large;
 - Monitor the performance of the Legion in achieving its objectives and goals and mission statement of the Legion;
 - Exercise positive personal leadership in motivating fellow officers, members, committee members and staff;
 - Support and defend the policies and programs adopted by the Executive,
- 5) An Executive Committee that:
 - Comprises recognized leaders who Command the respect of their fellow members and professional peers;
 - Is aligned with and committed to the Legion's purpose, strategies and core values;
 - Focuses on what goals does the Legion have and what is the best course of action to attain these goals. Knows how to work effectively as a team of equals;
 - Invests in two-way/open communication with the membership;
 - Can quickly and efficiently resolve conflicts
 - Possesses unquestioned integrity.
- 6) Competent and professional staff organization.
- 7) Strong staff leadership, with the ability to:
 - Ensure efficiency, quality, professionalism and integrity in the implementation of the Legion's strategies, programs and policies;
 - Provide advice, counsel and context in support of sound strategic thinking;
 - Work with fostering an excellent team spirit which promotes a positive work environment, which in turn, will help promote the Legion's goals, strategic plan and mission statement.
 - Monitor the performance of the Legion in achieving its mission statement, vision and strategic plan.
 - Exercise personal leadership in motivating Executive Committee officers, committee members and staff.
- 8) Strong partnership between volunteers and staff based on common expectations, trust, collaborative planning, joint evaluation, strong communication, and mutual respect.

- 9) Strong financial foundation to support the Treasurer/Finance committee: an effective framework for managing, monitoring, reporting and controlling all aspects of revenue, expenses and cash flow.
- 10) Effective officer and committee chair succession process. Follow the chain of Command and the proper channel of communication.