

Terms of Reference for the Royal Architectural Institute of Canada Nominating Committee

January 14, 2009

1. Name:

RAIC Nominating Committee

2. Purpose

The purpose of the Committee is to:

- Identify RAIC members who can serve as volunteers to serve on various RAIC Committees, Task Forces and other various activities;
- To nominate members for approval by the RAIC Board of Directors;
- To provide advice on renewal and sunseting Committees;
- To advice staff regarding means of recognition of services for volunteers serving on RAIC Committees and Task Forces.

3. Membership

3.1 The Board of Directors shall appoint the Committee, which shall be comprised of:

- The Second Vice President, as Chair;
- All Regional Directors.

4. Financial Control

4.1 The Committee shall adhere to the Financial and Accounting Policies of the RAIC and to the allocated budget for the Committee.

4.2 The RAIC shall be responsible for any and all costs of the Committee.

5. Operation of the Task Group

5.1 Meetings shall be at the call of the Chair in consultation with the Executive Director.

5.2 Business of the Committee shall generally be conducted by means of e-mail and telephone conference call. Work shall be coordinated by the Executive Director.

6. Amendments to the Terms of Reference

6.1 Amendments to the Terms of Reference shall be made by the Board of the RAIC.