

NOMINATIONS COMMITTEE 2023-2024 Annual Work Plan

In addition to the specific items listed in the Annual Work Plan, the following Standing/Consent Agenda items may be included at each meeting:

1. Nominations Committee Agenda
2. Minutes of prior Nominations Committee meetings
3. Nominations Committee Open Action Items Register

The Committee has the discretion to move items between and among meetings but will cover all work plan items over the course of the year.

| DATE | ITEM |
|-------------------------|---|
| December 6, 2023 | <ol style="list-style-type: none"> 1. Review and Recommend for Approval Nominations Committee Terms of Reference (<i>Clause 5.1 ToR</i>) 2. Review and Recommend for Approval Nominations Committee 2023-2024 Annual Work Plan (<i>Clause 4 ToR</i>) 3. Review Post-Secondary Education, Training and Labour Agencies, Boards and Commissions Planning Tool and Timelines 4. Review NBCC Board of Governors 2024 <u>and</u> 2025 Vacancies (<i>Clause 2.3 ToR</i>) |
| January 10, 2023 | <ol style="list-style-type: none"> 1. Review Board Competency Matrix (<i>Clause 2.4.1 ToR</i>) and distribute to Governors for completion 2. Communicate with PETL to (i) confirm 2024 external nominations work has commenced; (ii) share 2023-2024 Competency Matrix template; and (iii) submit list of external Governors whose terms are scheduled to end in 2024, indicating those who are eligible to serve a second term |
| January 26, 2023 | <ol style="list-style-type: none"> 1. Review 2023-2024 completed Board Criteria & Competency Matrix to identify gender, geographic, diversity and competency gaps for 2024 (<i>Clause 2.4.2 and 2.4.3 ToR</i>) 2. Communicate with PETL to (i) request that work on the Agencies, Boards & Commissions (ABC) advert commence, asking that the Nominations Committee have an opportunity to comment on the draft; and (ii) request that independent ABC applications be shared with the Committee for review 3. Committee Chair to contact external Governors who are eligible to reapply to ascertain their interest 4. Communicate identified competency gaps to the Board 5. Review external communications plan regarding Board vacancies and direct interested candidates to apply on the ABC website 6. Create ranking system for applicants |
| March 4, 2023 | <ol style="list-style-type: none"> 1. Review ABC applicants 2. Compile candidate shortlist |
| March 14, 2023 | <ol style="list-style-type: none"> 1. Submit 2024 External Nominations Report to the Board for review and approval |
| May 16, 2023 | <ol style="list-style-type: none"> 1. Prepare for annual election of Chair and Vice-Chair (<i>Clause 2.7 ToR</i>) 2. Annual assessment of Governance Committee's performance (<i>Clause 5.3 ToR</i>) |