



St. Mark's Lutheran Church, Winnipeg
Terms of Reference – Nominations Committee

Effective Date: **November 1, 2020**

Approved by: **CC – 2020 -54**

Amended by: **CC – 2023 - 13**

Purpose:

The Nominations Committee is a standing Committee of the Congregational Council that is responsible for ensuring that the council and its program committees, as well as any other committees, programs and/or ministries tasked to it are composed of persons sufficiently qualified and skilled to provide effective leadership for the congregation.

A General Responsibilities:

1. Become familiar with the Council-approved Nominations Policy and Policy on Committees.
2. Make recommendations to Council regarding updates to policies and procedures related to the nominations.
3. Seek input from the current council, program committees and members of the congregation as part of the process of identifying nominees for vacant or newly created positions.

B Nominations Process Timelines – Congregational Council

1. By December 15, determine the willingness of those council members whose term of office will expire at the next annual meeting of the congregation and who are eligible for re-election to be nominated to serve a second term.
2. By December 15, determine the willingness of officers whose term of office on council will continue past the next annual meeting of the congregation or those who will be eligible for re-election to remain in their respective positions.
3. By February 15, submit a list of nominees for council positions to members of the Congregational Council for review and comment. If a council meeting is held within the next two weeks, the list of nominees will be placed on the agenda of that meeting.
4. By March 1, submit a final list of nominees to the parish office for inclusion in the bulletin of reports for the next annual general meeting of the congregation.
5. In accordance with the bylaws and at the direction of the Congregational Council, nominate candidates to fill positions vacated prior to expiry of term.

C Nominations for Program Committees

1. By May 1, contact the chairs of program committees to determine membership needs for the twelve-month period commencing June 30.
2. By June 15, submit a list of nominations for program committees to the Council Chair for consideration at the next meeting of the Congregational Council.

D Nominations - Other

1. By March 1, submit a nominee to be the Lutheran Urban Ministry (LUM) AGM delegate to the parish office for inclusion in the bulletin of reports for the next annual general meeting of the congregation.

E Membership

1. The committee shall have at least two but no more than three members who shall be members of the congregational council. One additional member-at-large from the congregational membership roster may be appointed by the Council.
2. Council members serving on this committee shall be those who terms do not expire until one year following the next annual meeting of the congregation or those whose terms will expire at the next annual meeting and will not be eligible for re-election.
3. Council members shall be elected to the Nominating Committee by their peers at the first meeting of the council following the congregation's annual meeting.
4. The term of office of all members of the Nominations Committee shall be one year.