



Nominations Committee Chair Profile

November 10, 2021

Overview of Position & Duties and Responsibilities

As a professional regulatory organization, the College of Applied Biologists is committed to upholding the public interest by ensuring the College conducts volunteer appointments in a fair and transparent manner. This transparency and procedural rigour requires the College to operate a merit-based nomination procedure for volunteers wishing to serve on Council or on committees.

Pursuant to the Professional Governance General Regulation and the College bylaws, the chair of the Nominations Committee must be the Immediate Past President or, if the Immediate Past President is unavailable, a Council lay member.

Core duties and accountabilities:

- Chairs the Nominations Committee and [its functions](#)
- Receives the results of Council elections from the Registrar as soon as the results are known
- Completes other actions pursuant to the operation of fair, transparent and merit-based elections as described in Policy 3-100

Commitment Required:

- Annual commitment time is approximately 16 hours per year including:
 - Active participation on minimum two (2) committee virtual meetings per year; committee meets as needed and may meet 8-12 times per year
 - Attend, if necessary, meetings with other College Committees, working group(s) or task force(s) and partners (i.e. government, regulators, etc.)
- Adhering to the Committee [Oath of Office](#)