

2.2.5 Nomination Committee

Background

The Edmonton Society for Christian Education was incorporated in 1946 by members of the Reformed Christian community as a non-profit charitable organization to offer Christian education to its children. In 1948 the Society established an interdenominational Christian day school in Edmonton. In 1999 the Society signed an agreement with Edmonton Public Schools to become an alternative program. With the agreement, the Board is entrusted with ensuring that the vision and mission of the Society is carried out at Edmonton Christian Schools. The Board's role ranges from providing a physical environment conducive to achieving this mission, to providing a level of oversight of the program. The Board's key employee is the Executive Director who works in conjunction with the principals of the three schools in meeting the Society's goals.

Mandate

The role of the nomination committee is to ensure continuity of an effective board by identifying and soliciting potential candidates on an ongoing (annual or as needed) basis.

Composition and Organization

- The committee shall be composed of two to four Board members and the Executive Director.
- The Administration shall be a resource to the committee.
- A Board member or the Executive Director shall chair the committee.
- Meetings shall be called by the chair.
- The committee shall report to the Board. A report of the committee shall be provided to the Board for approval.

Duties and Responsibilities

Nomination Process:

January-February

- Board Meeting – Review “REAPS” guiding principles. Ask Board members and Executive Director to provide names of potential nominees by completing Nominee Profile form. Each Board member should be able to submit names of at least two nominees. The Executive Director is encouraged to share information with Society staff to encourage names of potential nominees.
- Ask each Principal (via email) to provide names of potential nominees by completing Nominee Profile form. Encourage Principals to share information with the Assistant Principal and teaching staff to encourage names of potential nominees.
- Submit a request for nominees to Society membership via regular communication channels (School Zone, Northeasterly, West Weekly) with instructions to contact Chair Nominating Committee (via email) or Principal. The nominator will be requested to complete a [Nominee Profile](#).
- All Nominee Profile forms should be submitted to: Chair, Nominating Committee for compilation.

March

- Chair, Nominating Committee provides Nominee Profiles to Executive for vetting at Executive Committee meeting
- Vetted list is then provided to all Board members for perusal and discussion at March Board Meeting.
- The Nomination Committee then contacts nominees to advise nominees they have been nominated. The nominee is provided with a [Job Description](#) and [Nominee Profile](#) for completion.

April

- Nominee Committee assembles profiles.
- Profiles are submitted to the Executive Director and Development Coordinator for review and insertion in ESCE Pathways newsletter in time for the Spring ESCE meeting.

Spring ESCE meeting

- Nominees are encouraged to attend the meeting and talk about why they would like to serve.

Procedures:

- A Profile for the nominator will be completed including areas such as expertise, experience, leadership qualities, length and nature of association with school, faith community/involvement. Subsequently the candidate would complete the Profile to include reasons why he/she is willing to let his/her name stand.
- A [Job Description](#) will be given to prospective Board members.
- After elections, new Board Members will attend a 30-60 minute Board orientation training session led by Executive Director and Board Chair.

Considerations for Board Members:

- Single nominees:
 - More representation from broader Christian community
 - Ensure proportionate representation from all schools
 - Help ensure some board members have specific expertise (e.g. Financial, Perspective, etc.)
 - Eliminate nominations from the floor which may result in single issue candidates.
 - Help recruit nominees.

Additional Information

Guiding principles: **"REAPS"** results:

R Review the organization's mission and strategic plan and be able to describe it clearly and succinctly to prospective board members

Effective boards are made up of a broad spectrum of knowledge, experience and interests and contain representation from those whom it serves.

Assess current board strengths and gaps in expertise before recruiting new board members

Prepare to be on the look-out for potential board members on a continuing basis.

Show diligence to orient the board member to his or her new duties.

Created: January 2009

Approved:

Revised: April 2021

Reviewed: April 2021

Formerly: [2.8 Nomination Committee](#)