

## Nominations Committee Chair Profile

### 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 the Board 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 Chair or, if the Immediate Past Chair is unavailable, a Board lay member.

### Core duties and accountabilities:

- Chairs the Nominations Committee and [its functions](#)
- Receives the results of Board 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