



Nominations and Volunteer Committee Terms of Reference

Purpose:

The Nominations and Volunteer committee is a standing committee of the Board of Directors. The committee assists the Board by supporting effective succession planning while strengthening PTSA's capacity to fulfill its strategic goals through an engaged volunteer network.

Authority:

The committee acts in an advisory capacity and is authorized to request information necessary to fulfill its duties from officers, staff, contractors, or external agencies.

Responsibilities:

The committee will:

- Develop and implement Board nomination processes.
- Recruit, screen, and recommend qualified candidates for election or appointment to the Board.
- Develop and oversee volunteer recruitment strategies, engagement, recognition and retention.
- Identify volunteer requirements across PTSA programs, projects, committee, and initiatives.
- Prepare recommendations for the Board and members, as required under PTSA bylaws.
- Develop and evaluate volunteer onboarding processes, gathering and incorporating feedback regarding volunteer experiences.
- Recommend programs and activities recognizing and/or incentivizing volunteer contributions.
- Recommend educational opportunities for prospective and current leaders.

Membership:

The committee will be comprised of:

- Chair: Past President
- One additional Executive Committee member
- 1-2 strategic directors

Members of the committee will hold office for one year or until a new committee has been established. The committee will be appointed annually at the first regular meeting of the Board of Directors.

Meetings:

- The committee will meet as required to support completion of work.
- Additional meetings may be scheduled during election and recruitment periods.
- A quorum shall consist of a majority of members.

Decision-Making:

- The committee will seek consensus whenever possible.
- Where consensus cannot be reached, recommendations shall be determined by a majority vote.

Reporting:

- The committee shall report regularly to the PTSA Board and provide:
 - Meeting summaries or minutes
 - Updates on board succession planning
 - Nomination and election process reports
 - Volunteer recruitment and retention metrics
 - Recommendations regarding appointments and vacancies
 - Annual summaries of volunteer engagement activities and recognition initiatives

Date approved:

Revision history:

Date Last Updated	Revision Description