

POLICY TYPE: GOVERNANCE PROCESS

4-17 Screening Committee Terms of Reference and Mandate Policy

Committee Composition and Meetings

1. Board shall appoint the members of the Screening Committee for the following year at the last Board meeting of the year in accordance with the by-laws.
2. The Screening Committee shall be composed of all Appointed Committee Members who are not registrants of the College.
3. The Screening Committee shall not include any Directors or Appointed Committee Members who are registrants of the College.
4. Where fewer than four eligible individuals are available to sit on the Screening Committee, the Board may appoint up to four Directors appointed to the Board by the Lieutenant Governor in Council.
5. The chair and vice-chair of the Screening Committee shall be elected from among the members of the Screening Committee and the election may take place at or before the first committee meeting of the year.
6. Panels of the Screening Committee shall be selected by the chair of the Screening Committee from among the members of the committee and each panel shall be composed of at least three persons. Three members of a panel constitutes a quorum.
7. Panels of the Screening Committee, and/or the committee as a whole, shall meet as required.
8. All Screening Committee members are required to attend such training sessions as may be deemed appropriate by the committee chair and/or the Board.
9. The Screening Committee and/or panels of the Screening Committee may be assisted by an external consultant to support the screening process. The external consultant may attend meetings on an as-needed basis.

Authority and Accountability

10. The Screening Committee is a non-statutory committee of the Board of the College and is established as a standing committee pursuant to the by-laws.
11. The Screening Committee is accountable to the Board for fulfilling any duties and responsibilities authorized by the by-laws, by these Terms of Reference, and as otherwise assigned to it by the Board.

Responsibilities of the Screening Committee

The Screening Committee shall:

12. Perform such functions as are assigned to under these Terms of Reference, the by-laws and policies of the College, and as otherwise directed by the Board.
13. Ensure that candidates for election to the Board and/or appointment as Appointed Committee Members of the College demonstrate the competencies established by the Board. To that end, the Screening Committee shall:
 - a. Determine whether candidates for election meet the pre-election competencies as required under the by-laws. The decision as to whether a candidate meets the pre-election competencies is within the sole discretion of the Screening Committee. The Screening Committee's decision is final and not subject to challenge.
 - b. Make recommendations to the Board on the appointment of Appointed Committee Members. The Screening Committee shall base its recommendations to the Board on an assessment of whether the candidate meets the pre-appointment competencies as required under the by-laws. The final decision on the appointment of Appointed Committee Members lies with the Board.
14. Assist the Registrar carry out the Registrar's electoral duties under Article 6.4 of the by-laws, as needed.
15. Submit an annual report to the Board. The report will include information on the Committee's activities for the year. The Screening Committee may also submit a report to the Board in between annual reports.