



**Association of Professional Geoscientists of Ontario
Non-Member Appointment Committee
Terms of Reference**

Mandate

- The Non-Member Appointment Committee is responsible for recruiting and recommending non-member appointees who are members of the public

Functions and Responsibilities

- Determine the need to fill non-member vacancies on Council
- Review recommendations received from interested parties and evaluate the suitability of the non-member recommendations
- Prepare a slate of non-member appointees giving due consideration to the non-member component of Council

Outcomes and Deliverables

- Periodic reporting to APGO Council on findings and progress of the Committee
- Provision of an annual report to Council by February 28 following the December 31 year end
- Recommendations to Council of potential non-member appointees, including
 - o the curriculum vitae of the non-members
 - o written consent of the non-member nominated to serve on Council

Operational Considerations

- Meetings of the Non-Member Appointment Committee are to be held annually or more frequently as required
- Minutes of meetings should be prepared and delivered to the Executive Director and Registrar of the APGO and to Committee members within 30 days of said meeting being held

Status and Authority

- The Non-Member Appointment Committee is a Standing Committee of the APGO as noted in By-Law No. 7, Standing Committees of Council
- The Committee reports to Council through its chair
- The Non-Member Appointment Committee shall operate within the terms of the Act, and its By-Laws

- Recommendations and decisions of the Committee will be by consensus
- The Committee's term is open ended

Composition/Organization

- The Non-Member Appointment Committee shall be composed of but not limited to:
 - the non-member councillors
 - the non-member appointed by the Lieutenant Governor in Council
 - the executive director (sitting as ex-officio)
- The Chair is to be selected by Council
- Appointments to committee shall be for a term of two years, unless otherwise specified by Council
- The term of the members of the committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the APGO. In the event that replacements or additions to the committee are made after the AGM, the term expiry should be set to coincide with the next closest 2 year June date, i.e., if appointed in February 2009, set term to June 2011, if appointed in Nov 2008, set term to June 2010
- A majority of the committee members constitutes a quorum
- In the event of a vacancy on the Non-member Appointment Committee, the Executive Committee of APGO, in consultation with the Chair of the committee, may appoint an immediate replacement to the committee

Review

- The Terms of Reference of the Non-member Appointment Committee will be reviewed at least once every three years

References

- Professional Geoscientists Act 2000
- APGO By-Law No. 7