Terms of Reference – Nominations Committee
Saskatchewan Physiotherapy Association
October 2025

Name:	Nominations Committee
Composition:	The Committee will consist of a minimum of three (3) and up to five (5) individuals appointed by the Board of Directors and will include a minimum of two (2) elected Directors who are not standing for election at the upcoming meeting at which elections will be held. Individuals standing for election or reelection at the upcoming annual members meeting, are ineligible to serve on the Nominations Committee, and therefore cannot be appointed by the Board of Directors as such. Per Section V.6 of the By-laws, the Committee shall consist of Saskatchewan Physiotherapy Association Members. It is recommended that the Committee consist of individuals who are associated with different geographical locations, a variety of practice areas, and identities reflective of the SPA membership.
Chair:	The Chair of the Committee will be appointed by the Board of Directors. The Chair of the Committee will be responsible for meeting agendas, presiding over meetings, and setting a meeting rhythm to meet the deadlines as decided in the Nominations schedule. The Chair will be responsible for reporting to the Board of Directors. The Chair of the Committee will take a leadership role within the committee for carrying out the duties and policies of the committee, which can include leading the candidate interviews as necessary.
Purpose:	The Nominations Committee's overall responsibility is to seek, identify and recruit qualified and skilled individuals in alignment with the current identified needs of the Board. The Committee will determine which candidates best meet those needs and will

present them to the membership for election at the AGM.

Term: Members of the Committee will serve a term from appointment to the next Annual Meeting at which elections are held.

Members of the Committee may be re-appointed.

Meetings: The Committee will meet as required. Meetings will be held at the call of the Chair or of two Committee Members.

Quorum: A majority of Committee Members will constitute a quorum, of 50% or more.

Voting: Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution of the votes cast. In the event of a tie vote, the motion is defeated.

Reporting: When requested by the Board, the Committee will report on all of its actions and proceedings via the Chair. Minutes of meetings of the Committee must be available within fourteen (14) days following a meeting.

Expenditures: The Committee will receive resources from the SPA to fulfill its mandate. The Committee may, from time to time, request and receive administrative support from SPA staff.

Removal: The Board may remove any member of the Committee. When a position on the Committee is vacant, the position will remain vacant until the Board appoints a person to fill the vacancy for the remainder of the term.

Responsibilities: The Committee will perform the following key duties:

•Seek, identify, and recruit qualified individuals to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the physiotherapy community, the Committee will also issue an open call for nominations through promotional efforts including, but not limited to, electronic newsletter to the membership,, the SPA's website, and other online services where suitable.

• Distribute the Call for Directors, with identification of the needs the Board of Directors requires and is seeking..

• Ensure that candidates for election meet the qualifications and eligibility requirements to serve as a Director and that they have fulfilled any additional requirements, including those described in the Nominations Policy.

• Promote diversity of the Board in terms of gender identity, age, language, ethnicity, geography, professional backgrounds, and personal experiences.

• Consider the specific and desired competencies required on the Board when

soliciting nominations.

• Prior to each election, determine which candidates best meet the needs of the Association and Board and present them to the Board of Directors for approval to present to membership for election at Annual Meeting.

• Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.

• Identify individuals for future nomination as Directors, as well as any nominees who were endorsed but not elected, and maintain this information for use by future Nominations Committees.

• Carry out these duties in a manner that encourages a long-term view of Board succession planning.

• Such additional duties may be delegated to the Committee by the Board of Directors from time to time.

Approval Date: These Terms of Reference were approved by the Board of Directors on October 14, 2025.

Nominations Policy – Nominations Committee
Saskatchewan Physiotherapy Association

Purpose

1. The Board of Directors will appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee Terms of Reference. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.

Application

2. This Policy applies to the SPA, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with the SPA.

Board Assessment

3. At its discretion, the Nominations Committee may administer a Board Assessment Tool to determine the needs, wants and gaps of skills, attributes, education, and experience within the Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

4. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
   a) The usual SPA networking channels; and
   b) An open call for nominations through promotional efforts, including, but not limited to, eblasts (email) to the membership, the SPA website, other online services where suitable, and/or via social media.

5. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.

6. The Chair of the Nominations Committee will be appointed as contact person from amongst its committee members who can answer questions about the nomination process and the role of a Director from any enquiries from the SPA membership. This will create transparency amongst Committee members when eligible members are identified as potential candidates.

Eligibility

7. To be eligible for election as a Director, an individual must:
   a) Be eighteen (18) years of age or older;
   b) Not be a Director of the Canadian Physiotherapy Association, or hold an elected or appointed executive position (such as Chair, Treasurer, Secretary, etc.) with a CPA Division;
   c) Not be a member (elected or appointed) of any council or board of a physiotherapy regulatory body;
   d) Have not been declared incapable by a court in Canada or in another country; and
   e) Not having the status of bankrupt.

Nomination of Candidates

8. Individuals can submit nominations to the Nominations Committee so long as the Candidate Application Form and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.

9. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee in writing when they intend to stand for re-election.

Review of Nominees

10. The Nominations Committee will review each Candidate Nomination and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically or via telephone.

11. The Nominations Committee will short-list the nominees by completing a pre-determined Nominee Evaluation Metric for each nominee, will ensure eligibility, and may conduct reference checks and interviews. The Nominations Committee may also communicate directly with the short-listed candidates to discuss the roles, responsibilities, and expectations of a Director.

12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.

13. The Nominations Committee will make a final report to the SPA Board of Directors before any meeting of the Members at which an election occurs that will identify their preferred candidates. The Nominations Committee may choose to endorse more nominees than there are vacant Director positions. The Nominations will require a majority vote of the Board of Directors, prior to presenting the nominations to the membership at the Annual Meeting for the purpose of election.

Timelines

14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the Candidate Application Form.

Role of Candidates

Supporting Material

15. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees should consider preparing campaign material for their candidacy that may be distributed to voting Members by the Nominations Committee prior to election. Nominees should consider preparing the following:
    - A headshot photo - if desired
    - A biography of the nominee, including why they are seeking election as a Director (maximum 300 words)
    - Testimonials/references from other organizations or other individuals

16. The Board may make the above material (if submitted) available to the Members prior to the election on a date determined by the Nominations Committee.