

CBAA Governance and Nominations Committee

Nominations Process and Timeline

Q1

In the first quarter of each year, the Committee will receive recommendations from the Human Resources Committee about the state of composition of the Board and the skills desired to join the Board.

In response to these recommendations, the Committee will review and confirm the interview process and evaluation rubric. The Committee will also finalize the call for nominations details to respond to the recommendations of the Human Resources Committee.

Q2

On the first business day of the second quarter or within a reasonable time before or after this date, the **call for nominations shall be issued**. Any applications received prior to this period shall be acknowledged and responded to with this Nominations Process and Timeline document, and considered by the Committee during the process.

Nominations after the last day of March will not be considered by the Committee, except where the nominee cites extenuating circumstances, and the Committee in its sole discretion waives this requirement.

Nominations will be received and reviewed on a rolling basis; however, the **first full week of April will be dedicated to review of the nominations**. Time and resources permitting, all Committee members shall review all nominations.

During the **second week of April interviews will be scheduled** with the nominees that the Committee is interested in speaking further with. Not all nominees will be invited to interviews.

Interviews will be scheduled for the third and fourth week of April. Time and resources permitting, a minimum of two Committee members shall be present at each interview. Committee members will use the predefined interview questions, adjusting as necessary to permit the natural flow of the interview process to unfold.

In the **final week of April, the Committee will meet to discuss the nominees and to finalize its recommendations to the Board**.

If approved by the board, these nominees would then be permitted to join board meetings in an unofficial capacity, until their appointment to the Board is ratified by the membership of the CBAA at the AGM.

2022 Evaluation Rubric

Topic	Score /10	Weight	Total
Benevolence of Intent/Source of Motivation Behind Application		0.9	
Leadership		1.2	
Self-starter (Will do more than minimum)		1.2	
Independence and Objectivity		1.2	
Creativity		1.0	
Personality (Fit)		1.0	
Political Engagement & Experience		1.5	
Governance Experience		0.6	
CBAA Knowledge		0.5	
Candidate Diversity		0.9	
Total			/100