

Terms of Reference

Council Recruitment Task Force

- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.
- AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), the *AIBC Council Code of Conduct*, and the Volunteer Handbook, as applicable.

Established:	September 2019
Type:	Council: (Discretionary)
Chair:	Appointed by: Task Force Term: 1 year, renewable
Members:	Appointed by: Council Term: 1 year, renewable
Task Force Selection Criteria:	Council Members and Liaisons (past or current) able to perform the task force mandate and specific assignments, who are not on the Nominations Review Committee or seeking election
Task Force Composition Requirements:	Current Council Members or Liaisons (up to 3); and/or, Past Council Members or Liaisons (up to 3)

Committee Members	Composition (as applicable)	Appointment Date
1. John W. Scott Architect AIBC	Current Council Member	January 2022
2. Sean Rodrigues Architect AIBC	Current Council Member	January 2022
3. John Etcher Architect AIBC	Past Council Member	January 2022
Staff Support	Position	
1. Mark Vernon CPA, CA, CPA (IL)	CEO	
2. Tracy Tough CAPM	Manager, Office of the CEO	

1.0 Mandate:

- The mandate of the Council Recruitment Task Force (CRTF) is to broadly promote and encourage the opportunity to sit on council to Architects AIBC, and to actively seek and recruit candidates to participate in the council election process (as described in the Candidate Information Package).

2.0 Specific Assignments:

- Be familiar with the competencies and recruitment requirements of council.
- Participate in orientation training to become well-versed in the following areas:
 - The role of council and the regulator in serving the public interest;
 - The policy governance model;
 - The role of the Nominations Review Committee (NRC);
 - The call for nominations and election processes; and,
 - Recruitment strategies / tool kit.
- Recruit potential candidates for council who may or are likely to satisfy the stated candidate requirements, who have the available time, and who are committed to the Institute's mandate and values.
- Support potential candidates to be well-versed and participate in all of the required call for nominations processes and adhering to process timelines.
- Annually evaluate the process it follows, and the tools used in recruiting potential candidates with a view to process improvements, transparency and accountability.

3.0 Deliverables:

- A roster of at least 6 potential council candidates for review by the Nominations Review Committee.

4.0 Reporting: • Keep the Nominations Review Committee updated on recruitment efforts.

5.0 Liaison with Internal and External Groups/ Associations:

- Nominations Review Committee
- CEO

6.0 Scheduled Meetings:

- When: To be determined by the task force in order to meet its obligations
- Place: AIBC offices and/or, video/teleconferencing

7.0 Quorum:

- A quorum for any meeting of the task force will be the majority of the members of the task force present in person, and/or by video/teleconferencing.

8.0 Amending the Terms of Reference

- The Terms of Reference may be revised by the council upon the recommendation of the task force or CEO or upon a change of members.