

Membership and Nomination Committee (MNC)

Terms of Reference

1. Purpose

Succession planning and leadership identification are key to the stability, vitality, diversity, and long-term success of any organization. It is recognized that all worthy applicants may not have the needed skill set for all committee or leadership positions. A pro-active process of potential leadership identification, and assessment opportunity is especially important to a global organization that meets face to face only once annually.

2. Committee duties

Obligations of the Committee

- a. To assist all Standing Committees, Committees and Guideline/Working groups find members and chairs.
- b. To assist committees and working groups determine the skill sets they require.
- c. To examine and vet nominations for members and committee's chairs of all Standing Committees, Committees and Guideline/Working groups.
- d. Prior to an initial appointment to any WSAVA committee, the MNC will consider if there are any potential conflicts of interest. Mechanisms for any potential action are outlined in the Conflict of Interest Policy (ratified 2022, section 8.2.1)
- e. Forward the names and details of the candidates to the committees for their selection of the best candidate for the open position.
- f. To maintain communication with the Assembly and the Executive Board (EB) such that all potentially interested candidates are identified.
- g. To ensure the nomination process is fair, equitable, inclusive and transparent promoting engagement from WSAVA member associations from all regions of WSAVA.
- h. To present recommendations to the EB for discussion on SOP's pertaining to volunteer engagement, succession planning and evaluation, including processes of nomination, election, volunteer obligations, rights and rewards. To review and/or revise the Nomination and Selection SOP from time to time, to ensure it reflects the intended purpose of WSAVA Community engagement within the WSAVA.
- i. To be part of the nomination and selection process for WSAVA Global Meritorious Service Award and the WSAVA Hills Next Generation Award according to the Terms of Reference for WSAVA Awards.

- j. Engage in other leadership identification efforts as directed by the EB.
- k. To review new membership applications to ensure they fit the membership criteria and provide a recommendation to the EB and the General Assembly. The MNC may actively search for new members and give interested associations the information they require to pursue membership
- l. To provide a MNC annual budget for consideration by the WSAVA Treasurer during the compilation of the WSAVA annual budget.
- m. At the direction of, and in consultation with the EB, to act as an advisory body to the EB on issues relating to association management.

3. Delegated authority

The Membership and Nomination Committee is authorized to provide recommendations or suggestions to each committee chair and the WSAVA EB.

4. Composition and Tenure of members

It is recommended that the membership of the MNC be comprised of:

- a. A minimum of three (3) and maximum of eight (8) members from WSAVA member associations. Every effort is to be given to ensure broad representation of the WSAVA membership and regional representation.
- b. A liaison from the Executive Board.

Committee tenure is typically 3 years with the ability to renew once for another 3 year term (maximum of 6 years).

Recommendations for MNC membership and chair are to be approved by the WSAVA EB. The membership of the MNC will be reviewed annually.

5. Conduct of meetings

- a. A quorum for a meeting will be at least 50% of the committee members attending the meeting either in person or by electronic means.
- b. The Committee should meet in person at the WSAVA annual World Congress. At least one member of the committee must be present at committee events held at Congress.
- c. Virtual online conferences can be held if deemed necessary.
- d. Minutes of the meeting shall be recorded and agreed upon by the committee prior to presentation to the WSAVA EB.
- e. Minutes of the final decisions reached after presentation to the EB shall be presented as a written report to the General Assembly annually.

6. Reporting requirements

- a. The committee shall report on its activities and recommendations or suggestions to the WSAVA EB by way of minutes and additional written and oral reports, and
- b. Provide an annual assembly report.

7. Review timeframe

These Terms of Reference shall be reviewed every two years.