

**Terms of Reference
Nominating Committee
Dalhousie Professional and Managerial Group**

Purpose

To coordinate elections that will determine the membership of DPMG standing committees, and the DPMG representatives on the University committees.

Membership

3 or more members for 2 year terms, alternating.

Chair shall be chosen by committee members.

Specific Responsibilities

- Contact all DPMG members to inform them of upcoming committee vacancies and the nomination process
- Gather information about nominees and disseminate this information to members
- Oversee the voting process in accordance with the by-laws governing elections
- Announce committee membership at the DPMG AGM in June
- Maintain committee handbook
- Submit annual report on committee activities