



Purpose

Oversee the CMHF's Laureate nomination and selection process to ensure that the integrity and quality of our Laureate program is maintained. The Committee recognizes that the Laureate program is fundamental and integral to our mission and our growth and sustainability. The Committee will ensure that the CMHF staff and Laureate Selection Committee adhere to all Board policies, procedures and guidelines related to Laureate nominations and selection.

Roles and Responsibilities

1. Review annually the Laureate criteria and categories to ensure that they accurately reflect the qualities and representation that we are seeking in our Laureates.
2. Review the Laureate nomination and selection policies, procedures and guidelines to increase the quantity, quality and diversity of nominations and to ensure the Selection Committee is adequately prepared to make the best decisions.
3. Provide guidance and support in the ongoing development and implementation of the Annual Call for Nominations.
4. Provide consultation in dealing with any problems or issues that may arise with respect to a particular nomination or the selection process.
5. Oversee the development of a tracking and internal reporting system that enables the Board to be better informed in their decision-making regarding the Laureate program.
6. Review the nomination demographics and trends on an annual basis to increase awareness of and compare the quantity, quality and diversity to previous year nominations; advise the Board of recommended changes.
7. Serve as a liaison between the Selection Committee and the CMHF Board. As such, the Committee Chair will attend the Selection Committee annually strictly in an observer capacity. Selection Committee meeting proceedings will remain confidential and arm's length from the Board; the liaison role may help inform recommendations for revision to the process and committee membership.
8. Provide advice to the board regarding Laureate Selection Committee Membership and annually present for board approval a slate of candidates to replace departing members.
9. Represent and promote the CMHF's Laureate program and make an effort to encourage nominations.

Membership

The Laureate Nomination & Selection Advisory Committee comprises a minimum of four members of the CMHF Board of Directors including the Laureate representative on the CMHF Board who will serve as Chair. The Committee is supported by the Executive Director.

Meetings

The Committee will meet two times per year (more frequently as deemed necessary or if requested by the Board). Meetings will be by teleconference. Regular attendance at committee meetings is expected of members as an essential component of their responsibilities. To reinforce this principle, any committee member who is absent from three consecutive meetings, or is absent from 50% of the total number of annual meetings, will be removed from the Committee. Exceptions due to extenuating circumstances may be made at the discretion of the Chair of the Committee.

Term of Office

The term of office for committee members is three years for a maximum of two consecutive terms

Conflict of Interest

Every committee member shall declare any direct or indirect interest in any contract or proposed contract or arrangement.

Confidentiality

No committee member shall disclose confidential information obtained through his or her position with the CMHF to any person not entitled or required to know the same.

Reporting

The Chair reports to the CMHF Board. Minutes or a summary of minutes of the meetings shall be distributed to committee members, Board members and others as deemed appropriate by the Chair. The Committee shall review its role and function every year and shall recommend to the Board any appropriate changes.