

Nominating Search Committee Member

Position Description

January 15, 2018

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To be an active member of the provincial Nominating Search Committee, whose purpose is to recruit, screen and facilitate the selection process for members of Ontario Council.

ACCOUNTABILITY

Chair, Provincial Nominating Search Committee

RESPONSIBILITIES

- To be an active participant in all work and aspects of the Committee; including:
 - Preparing recruitment materials;
 - Reviewing applications to determine if applicants qualify for interviews;
 - Preparing interview and reference check materials; and
 - Conducting candidate interviews and recording interview responses.
- To be involved in discussions with the Chair and other Committee members about which applicants will be forwarded to Ontario Council for their consideration.

QUALIFICATIONS

- A commitment to and passion for GGC;
- Knowledge of, and experience with, résumé review, interviewing and candidate determination;
- Ability to work with a team and to assume a leadership role, when requested;
- Ability to exercise critical, analytical, and decision-focused skills;
- Good organizational skills;
- Good writing, communication, listening, and interpersonal skills with the ability to communicate effectively via various media sources; and
- Availability to attend meetings, as scheduled, and through various means, including in-person, MS Teams, etc.

TERM OF OFFICE

Three (3) years

