1. The Nominating Committee is a standing committee of Academic Council and reports to Academic Council. The Nominating Committee will only be formed if there is a vacancy in the Office of the Vice-President Academic and nomination slates for all standing committees have not been prepared by April.
   1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
   1.2. The terms of reference will be reviewed every five (5) years by the committee or at the discretion of Academic Council.

2. Committee Composition:
   2.1. The Chair of Academic Council normally serves as Chair
   2.2. Two members from the Academic Staff Association, two-year term (elected in alternating years)
   2.3. One member from the Alberta Union of Provincial Employees Local 071 Chapter 015, two-year term.
   2.4. Membership is approved by Academic Council.

3. Responsibilities:
   4.1.1. The Nominating Committee prepares a slate of executive officers and representatives to Academic Council's standing committees(Curriculum Committee, Program Review Committee, and Co-Curricular Committee)
   4.1.2. Duties begin in April, if required. However, throughout the year, the Committee may be asked to make a nomination to fill a vacancy on a committee if it is required.
   4.1.3. The Chair and members of the nominating committee ensure that the slate of nominees is prepared between February 25th and September 25th and is ready for submission to the Academic Council prior to the first meeting in the Fall Semester.