

Appointments and Nominations Policy

Last revised: November 2024

1.0 Nominees to Elected Positions

1.1 All nominees for elected VCCFA (FA) positions must have accepted their nomination. If they cannot attend the general meeting at which the election is being held, they must provide prior acceptance in writing. They should also provide some appropriate personal information or arrange for someone to speak on their behalf.

2.0 Executive Members on Committees

2.1 When an Executive member steps down, either by resignation or not running for re-election, the past member of the Executive relinquishes their VCCFA appointment to all VCC/VCCFA-related Committees unless otherwise informed by the Executive.

3.0 Appointment Process

3.1 The FA President is responsible for making all appointments of members to represent the FA on committees. This includes:

- a) VCC administrator selection committees to which the FA has the right to appoint or is invited by VCC to appoint.
- b) VCC committees to which the FA has the right to appoint or is invited by VCC to appoint.
- c) External bodies or committees where there are such opportunities.

3.2 With appointments, the President will:

3.2.1 Be guided by the FA's bylaws, values, and strategic goals and consider how best to reflect the interests and membership of the FA when deciding whom to appoint or nominate.

3.2.2 In most cases, distribute a call for volunteers to the entire membership or a to a specific sub-section of it, as applicable. In cases

when there are multiple volunteers, the appointment will typically be decided at random.

3.3 The President will ensure all appointees (except for selection committees) are posted on the FA website.

4.0 Responsibilities of Committee Appointees

4.1 Members appointed to committees by the FA should, within the bounds of any confidentiality requirements, report any important issues and concerns that rise from their participation in the committee to the FA President and provide further information on the work of the committee as needed.

4.2 Members appointed to serve on Committees by the FA should conduct themselves in a manner that is consistent with the policies, bylaws and Constitution of the FA, consider FA policies and values when taking a position on issues, and share with the committee the results of any relevant consultations with FA members.

5.0 Support for Committee Appointees

5.1 Members appointed to serve on committees may, in some cases, see a need for FA-funded release to support their involvement. If this is the case, the member should submit a request for release time and a rationale to the FA President for consideration by the Executive.

5.2 Members appointed to serve on committees may claim reimbursement for costs incurred such as parking, transit, child-care or other related costs for their attendance. See the Expense policy for details.

6.0 Removal of Committee Appointees

6.1 Committee appointees may be removed by the President with a written rationale to the member that details how the member has failed to comply with VCCFA policy. Normally, concerns will be raised with any appointees prior to moving to this step.

6.2 Appointees may appeal their removal to the FA Executive. Any final appeal shall be to the membership during a General or Special Meeting.