Adopted: March 15, 2026
Last Reviewed: March 15, 2026

Nominations & Membership Committee - Terms of Reference

Purpose

These Terms of Reference establish the mandate and operating procedures of the Taekwondo Manitoba Nominations & Membership Committee. The Committee is responsible for managing membership processes, overseeing nominations for elections and awards, and ensuring fair and transparent governance of member-related matters.

Chair Responsibilities

- **Process Leadership:** Oversee all nomination and election processes in accordance with the TM Bylaws, ensuring fairness, transparency, and compliance.
- **Membership Oversight:** Monitor membership levels, trends, and compliance across the province.
- **Communication:** Communicate nomination deadlines, election procedures, and membership requirements to all members in a timely manner.

Committee Responsibilities

- **Nominations Management:** Administer the nominations process for Board elections, committee appointments, and awards, including publishing calls for nominations, verifying eligibility, and presenting slates to the Board.
- **Election Administration:** Coordinate the conduct of elections in accordance with the TM Bylaws, ensuring a fair and confidential process.
- **Membership Records:** Maintain accurate and up-to-date membership records in collaboration with the Provincial Administrator.
- **Eligibility Verification:** Verify the eligibility of nominees for Board positions, committee roles, and provincial awards.
- **Awards Coordination:** Administer the annual awards nomination process, including establishing criteria, receiving nominations, and presenting finalists to the Board for selection.
- **Member Concerns:** Serve as the first point of contact for membership-related concerns and disputes, escalating to the Board as required.

Committee Meeting Agenda Template

- **Call to Order & Roll Call**

- **Membership Update:** Review of current membership numbers and any compliance issues.
- **Nominations & Elections:** Status update on any active nomination or election processes.
- **Awards:** Review of awards nominations or upcoming deadlines.
- **Action Items & Adjournment**

Board Report Template

- **Submission Date:** [Prior to each scheduled Board meeting]
- **Membership Summary:** Current membership counts by category and year-over-year comparison.
- **Nominations & Elections Update:** Status of any active nomination or election process, including key dates and next steps.
- **Awards Update:** Summary of nominations received and finalist recommendations for Board selection.
- **Action Required from Board:** [Insert specific approvals required, e.g., election results ratification, award selections]

Terms of Reference Review

These Terms of Reference will be reviewed every three years. Amendments must be approved by the Taekwondo Manitoba Board of Directors.

Approval

Approved by	Date Approved
Taekwondo Manitoba Board of Directors	March 15, 2026

Revision History

Date	Description of Changes	Approved By
March 15, 2026	Initial adoption	Taekwondo Manitoba Board of Directors