

Name	
SUCCESSION PLANNING COMMITTEE	
Type	<ul style="list-style-type: none"> ▪ Standing ▪ Advisory to the Association Council
Membership	<ul style="list-style-type: none"> ▪ Members are appointed by Council normally for three-year terms which align to the tenure of each Council and which are renewable. ▪ The chair is nominated by the Council, and is to be a Councillor. ▪ There are normally between three and six other members with appropriate experience and expertise. ▪ Membership may include nominees from leadership of MSA, AMS, MYM, and M180.
Purpose and scope	<ul style="list-style-type: none"> ▪ The purpose of the Committee is to support the Association through strategic, timely and active identification of potential future Association leaders and committee members. ▪ Support Council in its evaluation and refinement of the skills and strengths matrix of the Council and its committees. ▪ Provide advice to the Leader and Council in regard to the election and appointment processes for the new Council. ▪ The Council may direct particular tasks to the Committee from time to time ▪ The Committee may appoint one or more ad hoc sub-committees or task-forces to address specific or short-term matters.
Deliverables	<ul style="list-style-type: none"> ▪ Twice each year the Committee reports to Council: <ol style="list-style-type: none"> 1. Vacancies on Committees needing to be filled. 2. Names and biographical profiles of possible new members of Council or Committees for discussion. 3. Advice in regard to requirements for qualifications of Council and Committee members. 4. An overview of the database listing Council and Committee members which records attendance at meetings, qualifications and Child Safe accreditations as well as strength and skills.
Meeting arrangements	<ul style="list-style-type: none"> ▪ Meetings are scheduled by the Chair twice per year. ▪ Meetings may be in person but preferably held via videoconference. ▪ The agenda is set by the Chair. The agenda and meeting papers are circulated to members at least five working days before a meeting. ▪ A quorum is made up of half the members plus one. ▪ A declaration of interest is a standard item of business. ▪ The Committee operates within the same Code of Conduct as the Council
Reporting	<ul style="list-style-type: none"> ▪ Meetings are minuted in a manner prescribed by the EO of the Council. A non-member secretary may be appointed to do this. ▪ Draft minutes are sent by the Chair to Committee Members and the EO of the Council within five working days of the meeting. ▪ Minutes of the most recent meeting are tabled by the EO at the following meeting of Council, and are presented by Chair of the Committee.