



Nominating, Membership and Awards Committee

Terms of Reference

Purpose

The Nominating, Membership and Awards Committee serves as the body responsible for:

- supporting member engagement, recruitment, and retention;
- fulfilling the functions typically assigned to a Nominating Committee including identifying, recruiting, and recommending candidates for election to the role of Incoming President and other leadership roles as determined by the Board; and
- selecting the annual award recipient(s) or other annual recognitions (see Appendix for list).

Composition

The Nominating, Membership and Awards Committee shall be composed of:

1. The Chair as appointed by the Board of the CNSF
2. The Past President of the CNSF as Vice-Chair
3. One CNSF Board Member
4. One member appointed by each Member Society
5. One Resident Representative
6. CNSF CEO

In the event of a vacancy on the Committee, the vacancy may be filled by either Board or Member Society appointment, as appropriate, with such member to serve until the next Annual General Meeting of the CNSF.

Any member of the Committee who has consented to be considered as a Candidate for the Incoming President of the CNSF shall recuse themselves from any Committee discussion or vote on such nomination.

If the Chair is absent or unable to act, the Vice-Chair shall preside at Committee meetings.

Staff will provide secretariat support (agenda preparation, minutes, drafting of materials).

Nominating Responsibilities of the Committee – the Incoming President

The Committee is responsible for identifying and recommending candidates for the role of Incoming President of the CNSF.

The individual serving in the role of Incoming President should then expect to subsequently serve as President and then Past President, each for a two-year term (for a total of six (6) years of service on the CNSF Board), as an objective of CNSF in implementing this Board structure is to ensure optimal leadership continuity within the organization.

The Committee will:

1. Seek, review, and recommend candidates for the role of Incoming President.
2. Ensure a fair, transparent, and inclusive nomination process.
3. Recommend a succession plan if the Incoming President, President, or Past President cannot complete their term.
4. Consider leadership qualities, organizational knowledge, and commitment to the mission of the CNSF in assessing candidates.
5. Submit recommendations for the CNSF Board's information the up to three (3) candidates that will stand for election at the AGM.

Eligibility to stand as Candidate for Incoming President position

1. Candidates must be Full members in good standing of a CNSF Member Society (Voting).
2. Candidates may come from:
 - The CNSF Board,
 - Any CNSF committee,
 - Or directly from membership of a CNSF Member Society (Voting).
3. Criteria – In the Committee's estimation, Candidates must demonstrate:
 1. Commitment to the mission and values of CNSF,
 2. Leadership ability and collaborative style,
 3. Willingness and ability (as can be reasonably foreseeable) to serve a six-year succession role (Incoming President → President → Past President).
 4. The Committee will only formally consider a person for a leadership position who has consented to be considered

Process for Identifying Potential Candidates for the Role of Incoming President

1. In the January prior to the CNSF AGM, the Committee shall invite nominations or expressions of interest from Full members in good standing of a CNSF Member Society (Voting). The CNSF Secretariat, on behalf of the Nominating Committee, shall make a call for nominations from membership.
2. The notification will include a deadline of the last day of March prior to the CNSF AGM, or a deadline as otherwise set the Committee.
3. The CNSF Secretariat will obtain and provide each nominee's application or nomination form and CV, along with a summary of each nominee's CNSF contributions which will be

circulated to all Membership Committee members approximately two (2) weeks before the Committee meets.

4. After the closure date for nominations the Chair will convene a virtual meeting (target of mid-April prior to the CNSF AGM) to review the list of nominees. The Committee will review submissions against the eligibility criteria. While individual chairs may propose various methods of ranking candidates, the goal should be to choose candidates based on consensus.
5. The Committee may interview or meet with shortlisted candidate(s) to confirm interest and suitability.
6. The Committee may confidentially provide the list of up to three (3) Candidates to the Board for information prior to the CNSF AGM, without naming the other individuals considered by the Committee.
7. The CNSF Secretariat will circulate the list of the up to three (3) Candidates selected by the Committee to stand for election at the AGM along with the Notice of the AGM to the CNSF membership.
8. The Incoming President will be elected at the CNSF AGM.
9. In the event of a mid-term vacancy, the Committee will propose a succession plan and candidate(s) to the Board within 60 days.

Communication

The deliberations of the Committee are strictly confidential. Names proposed will not be divulged or circulated beyond the Committee.

Prior to the AGM, nominees who were not chosen to stand for election as Candidates for Incoming President will be notified discretely by the Nominating Committee Chair with as much advance notice as possible.

The Chair will also compile a list of names of all the nominees that will be passed on to the incoming chair for future consideration.

Other Duties of the Committee

Recommendations for CNSF Committee Chairs & Vice-Chairs

The Committee will nominate the Chairs and Vice-Chairs of the CNSF's Standing Committees for appointment by the CNSF Board. These currently include the Membership, Nominating, and Awards Committee, Scientific Planning Committee, Professional Development Committee, Advocacy Committee, Clinical Practice Guidelines Committee and Resident's Representative Committee. (The CNSF President is the Chair of the Executive Committee, and therefore nominations are not required).

Prior to the CNSF AGM, the Committee will make recommendations to the Board and advance the name of a member to serve as Chair and Vice-Chair of the above CNSF Committees. The Committee will ensure that each individual so named is willing to serve in such a role prior to the Committee's recommendation to the Board.

Membership

The Committee purpose is to build a strong organization that provides value to the CNSF and its Societies and their memberships. The Committee will develop policies, procedures and activities to:

- Increase the membership numbers of Full members in each CNSF Society.
- Increase the membership numbers of Residents in each CNSF Society.
- Develop and communicate the 'Benefits of Membership' for existing and new members to encourage increased Society membership.

Approved by the CNSF Board of Directors, December 2025

Appendix

CNSF Awards

CNSF Distinguished Service Award

The CNSF currently has one award – the Distinguished Service Award. This is an award given to a senior member of the CNSF who has made an outstanding, notable or special contribution to the Canadian Neurological Sciences Federation, and to one or more of the Federation's Societies; either through participation in the CNSF's committees, involvement in the Congress, the performance of administrative duties, or involvement in promoting the CNSF and its member societies.

The Committee will identify the member to receive the Award on an annual basis.

All previous winners, and links to write-ups available on the website.

<https://cnsf.org/about-cnsf/distinguished-service-award/>