



AMANS Committee Selection Policy

1.0 Policy Statement

Serving on committees is one of the most significant ways AMANS members engage with the Association, network with their peers, and gain valuable professional experience. By acting as ambassadors for the Association, members also raise the profile and reputation of AMANS as a respected source for municipal expertise to other organizations, such as the Nova Scotia Federation of Municipalities (NSFM) and the Government of Nova Scotia.

This mutually beneficial relationship supports the professional development of AMANS members and helps achieve the mandate of the Association. It is in the best interest that appointments to committees – whether for AMANS, NSFM, the Government of Nova Scotia or others – is consistent, fair, and open to all. This document outlines the terms of AMANS's selection policy regarding committee chairs and members as well as appointments to committees outside of the Association.

2.0 Purpose

The purpose of this policy is to establish a formal procedure for:

- a) The AMANS Board of Directors to appoint AMANS members to AMANS standing committees, ad hoc committees, as well as provincial, municipal and other committees;
- b) Appointed representatives to report back to the AMANS Board of Directors; and
- c) The role of AMANS representatives on Committees

3.0 AMANS Committees

The AMANS Board of Directors may establish both standing and ad hoc committees to assist in its mandate.

Standing committees refer to those required on an on-going basis, including but not limited to:

- a) Education Committee
- b) Membership Committee
- c) Nominating Committee
- d) Spring Conference Planning Committee
- e) Fall Convention Planning Committee



Ad hoc committees refer to those required on an as-need basis. All committees report to the AMANS Board of Directors.

4.0 Committee Selection Process

The process to select committee members will be guided by the following:

- a) It shall be the responsibility of the AMANS Board of Directors to approve all members for appointment to:
 - a. AMANS standing committees
 - b. AMANS ad hoc committees
- b) It shall be the responsibility of the AMANS Board of Directors to approve all members to represent AMANS on committees of other organizations seeking AMANS input and expertise.
- c) If a timely appointment made by the AMANS Board of Directors is not possible, the AMANS Executive Committee shall have the authority to make an appointment on behalf of the Board.
- d) It shall be the policy of AMANS that all positions on AMANS standing and ad hoc committees, as well as appointments to committees of other organizations, are advertised to the membership at large through a call for expressions of interest. Interested volunteers will be asked to submit a brief expression of interest outlining why they would like to serve on the committee and how their participation would be of benefit to the committee on which they wish to sit. Applications may not be considered if received after the deadline for submissions or in cases where an applicant has neglected to provide the information requested in the call for expressions of interest.
- e) If there are no suitable expressions of interest submitted, or no expressions of interest received at all, the AMANS Board of Directors may directly recruit Committee Chairs, members, or make AMANS appointments to committees of other organizations.
- f) Non-members can serve on AMANS committees from time to time if there is a need for a particular area of expertise.
- g) Vendors cannot serve as members of AMANS committees unless the AMANS Board of Directors deems it necessary. Vendors can be invited by a committee to attend meetings and make presentations or discuss specific issues.

When selecting candidates for consideration, the key competencies outlined in **Appendix A** can help guide decision making.

5.0 AMANS Standing and Ad Hoc Committee Chairs

Chairs should be selected based on the Terms of Reference of each committee. In the absence of a Terms of Reference, the standard shall be that the committee appoints the chair.

6.0 AMANS Standing and Ad Hoc Committee Members

In the selection of committee members, preference will be given to existing committee members. Term lengths can be extended based on the Terms of Reference of the committee.

When a vacancy occurs on an AMANS Committee, preference will be given to those AMANS members with the skill set and experience best suited within the Terms of Reference of the Committee.

AMANS will attempt to ensure that at least one AMANS Board member is represented on its various internal committees. In situations where a volunteer from the Board cannot be found, the Board may designate an AMANS staff member as the liaison between the Board and the relevant committee.

7.0 AMANS Appointments to Committees of other Organizations (i.e. NSFM, Department of Municipal Affairs, etc.)

In the selection of AMANS members to sit on committees of other organizations, preference will be given to those AMANS members with the skill set and experience best suited to the Terms of Reference of the Committee.

In the event that an outside organization directly invites specific members of AMANS to sit on a committee, there will be no role for the AMANS Board of Directors and it will be entirely the decision of the invited AMANS member to sit on that organization's committee. In such cases the member does not represent AMANS on the committee to which they have been appointed.

8.0 Reporting and Accountability

AMANS members appointed to any Government of Nova Scotia, municipal or other organizational committees shall submit at least quarterly reports to the Board of Directors. Where there is more than one AMANS representative on a particular committee, only one report is required.

Members are expected to represent AMANS foremost on external committees when appointed on behalf of the Association. In those cases where AMANS has taken a formal position on an issue, the AMANS representative is expected communicate that position to the Committee.

9.0 Expenses

AMANS recognizes that committee members and representatives appointed on AMANS, NSFM, Government of Nova Scotia or other committees are often required to travel or incur other expenses to attend meetings to complete the mandate of the committee to which the individual has been appointed.

Recognizing that AMANS is a not-for-profit volunteer organization with a very limited budget, there is a reasonable expectation for municipal units to support Association activities of its employees. However, the Association appreciates that municipal units may also have limited budgets. Therefore, in those cases where the municipal unit cannot reimburse the AMANS member for travel costs and expenses to attend a meeting, the Association will cover the expenses.

Committee Chair and member expenses are covered under the AMANS Expense Reimbursement Policy. It stipulates that:

- a) Members will only be reimbursed if their travel is exclusively for AMANS business. It is expected that members do not double claim their travel if it is for both AMANS and their municipal unit's business.
- b) When incurring business expenses, AMANS expects members to:
 - Exercise discretion and good business judgment with respect to those expenses;
 - Have prior approval by the Executive Director in writing or by email except in unexpected circumstances; and
 - Report expenses, supported by required documentation as they were spent.
- c) Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within two weeks of the committee meeting and must include:
 - The individual's name;
 - If reimbursement for travel is requested, the date, origin, destination and purpose of the activity;
 - An itemized list of all expenses for which reimbursement is requested, including appropriate back up of receipts for all expenses referenced.

10.0 Review of Policy

At a minimum, this policy shall be reviewed every three years from the most recent date of approval.

11.0 Policy Changes

Date / Version	Action
2025-09-23	Policy approved by the AMANS Board of Directors
2014-04-25	Policy approved by the AMANS Board of Directors

Appendix A

Key Competencies for Representatives on Committees

1. Communication

Demonstrates excellent verbal communication and active listening skills through:

- Conveying information effectively, verbally and in writing, which is factually accurate, thorough, non-judgmental, respectful, and fair.
- Adjusting verbal communication style to suit the audience and demonstrating leadership, empathy, respect and support.
- Understanding diverse perspectives that promotes productive discussion and informed decision making.
- Showing empathy, problem solving, leadership, conflict resolution/mediation while in Committee settings.

2. Collaboration and Teamwork

Working effectively with others – collaborate, share ideas and work together to achieve common goals and objectives.

Respecting diverse viewpoints – willingness to consider and respect differing opinions and points of view that may be different from one's own

3. Critical Thinking and Problem Solving

Analyzing information – understand complex information, recognize the key issues relevant to the Committee work, and the ability to evaluate and provide clear recommendations when necessary.

Creative problem solving – ability to think critically and creatively/innovatively when developing solutions to complex problems.

4. Ethics, Integrity and Professionalism

Integrity and accountability – maintains high ethical standards, acts with integrity, and is accountable for one's own actions when participating on Committees.

Observing and adherence to rules and procedures – follows rules and procedures while adhering to guidelines set in the AMANS Respectful Workplace Policy and AMANS Code of Conduct when representing the Association on a Committee. Members are expected to maintain professionalism when participating on any Committee and to adhere to any rules that the Committee has established, usually set out in a Terms of Reference.

5. Other Critical Competencies

Organizational awareness – understanding the structure, policies and procedures of AMANS is critical when participating on both internal and external Committees. Representatives on Committees should be prioritizing the interests of AMANS and the broader municipal sector while also considering potential impacts to residents.



Subject Matter Expertise – where necessary, representatives should have thorough knowledge and experience related to the topics being discussed at Committees to enhance discussions and inform decision making.

Self Awareness – recognizing one's own strengths, weaknesses, and biases is essential for effective participation and decision making on a Committee.

Availability – representatives on Committees will make themselves available and actively participate on Committees they've expressed an interest in joining. They will abide by any rules around availability set out in a Terms of Reference e.g. if a committee member misses three straight meetings, they may be removed from the Committee.

Membership – when appropriate, a person representing AMANS on a Committee should be a member that is in good standing.

Political Acuity – in instances where the matters for discussion on a Committee carry potential political weight, representatives should have a degree of political awareness of impacts and implications not only to their own elected municipal council, but to all Nova Scotia municipal councils.