**[insert organisation name]**

**Selection Advice**

TO: The Board of [insert organisation name]

FROM: [insert name] NomCo Chair Selection Committee (or applicable individual)

DATE: [insert date]

SUBJECT: Independent Chair of the Nominations Committee

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This advice is provided as required by the NomCo Chair Selection Committee (or applicable individual) as per the directions of the Board to undertake a process for the appointment of the [insert organisation name] Nominations Committee Chair.

For the purposes of the process, the organisation formed a Selection Committee / appointed [INSERT NAME] to assess candidates for the role.

A total of X candidates nominated for the position and following a review of the EoI’s Y were formally interviewed and assessed in consideration of the suitability with regard to the skills and attributes required in the role

* Governance knowledge
* Industry experience
* Leadership and integrity
* People skills and effective communication

Following this process it is recommended that the Board appoint [insert individual’s name] to the role as Chair of the Nominations Committee and refer to the summary matrix attached which highlights [insert individual’s name] suitability for the role.

Yours sincerely,

[insert name]

NomCo Chair Selection Committee

