Nominations Committee

Independent Chair Position Description

[Insert organisation] is the governing body responsible for providing the community with the opportunity to play [Insert sport] *from junior levels through to elite competition.* [Insert organisation name]’s Strategic Plan is the key instrument driving the direction for [Insert sport] in [insert jurisdiction].

[Insert statement from Strategic Plan relevant to values and behaviours and key strategic pillars] *Donec condimentum leo non nibh finibus venenatis. Duis lorem purus, lacinia at egestas vel, tincidunt in est. Fusce quis orci nisl. Phasellus dictum, sem eget fringilla fermentum, urna risus congue lectus, egestas hendrerit sapien turpis eu metus. Sed at risus tellus. Ut vel placerat velit. Duis arcu tortor, imperdiet eu enim ut, faucibus facilisis lacus.*

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| **Nominations Committee Independent Chair**  |
| **Position reports to**  | [INSERT ORGANISATION NAME] Board  |
| **Key Relationship**  | [INSERT ORGANISATION NAME] CEO / Company Secretary |
| **Term of appointment**  | The Independent Chair may be appointed for a minimum of 12 months and up to 3 years by the [INSERT ORGANISATION NAME] Board  |
| **Remuneration**  | The role is voluntary, however any expenses associated with the activities of the Independent Chair to attend meetings (travel and accommodation if required) will be met by [INSERT ORGANISATION NAME] |
| **Core Purpose**  | The Independent Chair is responsible for leadership of the Nominations Committee, including: * Facilitating proper information flow to the [Insert organisation] Board
* Approaching potential candidates, once identified, to explore their interest in joining the [Insert organisation] Board
* Facilitating the effective functioning of the Nominations Committee, including managing the conduct, frequency and length of committee meetings
* Communicating the views of the Nominations Committee, in conjunction with the [Insert organisation] Board to [Insert organisation] Members

To be considered independent, the Chair must be free, in the opinion of the [Insert organisation] Board, of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect their capacity to bring an independent judgment to bear on issues before the Nominations Committee.  |
| **Key** **Responsibilities**  | * Develop a board skills matrix setting out the mix of skills, expertise, experience, diversity and personal attributes that the [Insert organisation] Board should look to achieve in its membership
* Develop a process to undertake a call for nominations that ensures nominees are made aware of the identified skill sets required to contribute to the Board as per the matrix
* Receive and review all nominations for all Board Director positions
* Organise communication with all nominees for Board Director positions, set up and conduct interviews as appropriate
* Assess nominees against the [Insert organisation] skill priorities and requirements (including culture fit) and undertake reference checks
* Finalise its recommendations and inform the relevant stakeholders
* Ensure succession planning for the Board to maintain appropriate skill and diversity mix of the [Insert organisation] Board whilst minimising business disruption
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| **Skills & Attributes**  | **Governance knowledge** * The ability to facilitate best practice governance processes
* An understanding of the skills, knowledge, experience, attributes and diversity required for a highly functioning board
* Strong demonstrated working experience and competencies leading a Nominations Committee or other Board sub-committees

**Industry experience** * Knowledge of [Insert sport] or other sporting organisations and/or not for profit member-based organisations

**Leadership** * The ability to inform and brief stakeholders on matters and lead constructive and timely discussion and debate, drawing on the expertise of the Nominations Committee

 **People skills** * Experience in motivating, managing and dealing with people
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| **Desired Personal Attributes**  | **Integrity** - Meeting fiduciary duties and responsibilities, acting ethically, having appropriate independence, putting [Insert organisation]’s interests before personal interests **Collaborative leader** – The ability to inspire the individual contribution and participation of each committee member **Effective communicator** – The ability to engage and effectively communicate with relevant stakeholders **Emotional intelligence** – As well as self-awareness and self-management, the Chair needs to be able to motivate and empathetically manage robust discussions **Engaged commitment** – A willing participant with a genuine interest in [Insert organisation] and its members **Commitment** - The Nominations Committee will meet as often as necessary to undertake its role effectively but must meet at least four times each year. A more intensive time commitment is likely to be required during the period of [Insert organisation name]’s Board election process and Annual General Meeting. |

