**[insert organisation name]**

**Nominations Committee Selection Advice**

TO: The Board of [insert organisation name]

Voting Members of [insert organisation name]

FROM: [insert name] Nominations Committee Chair

DATE: [insert date]

SUBJECT: Election for X vacant elected/appointed Director positions

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This advice is provided as required by the [insert organisation name] Constitution (effective from [insert date]) (*the Constitution).*

For the purposes of the election, the organisation formed a Nominations Committee which comprised:

* [insert members of the NomCo]
* and for each specify the role they fill under the NomCo Terms of Reference, general sport connection, or independence

A total of Y candidates nominated for election.

All were assessed for eligibility as set out in clause <insert #> of the Constitution

The Committee eligibility assessment identified that <insert #> did not meet the Constitution’s mandatory requirement [insert clause/rationale] and as a consequence, that person was not considered in the assessment process which was limited to the remaining <insert #> candidates that met the qualifications as set out in clause <insert #> of the Constitution.

The remaining candidates were:

* [insert candidate names]

In accordance with clause <insert #> of the Constitution the Committee assessed the nominations and candidates with respect to the following: (edit / amend as required)

* The suitability of candidates for Director positions having regard to the skills and attributes of the nominees.
* The composition of the Board, having regard to diversity of skills, gender, and skills and backgrounds of Directors *and*
* The skills and diversity matrix (the matrix) in light of individuals tenure and future diversity.

<edit/delete each of the below based on suitability>

The Committee conducted a short-listing process of all candidates and unanimously assessed [insert name] and [insert name] as being unsuitable pursuant to clause <insert #> of the Constitution.

The remaining candidates were interviewed and following this the Committee unanimously assessed [insert name] and [insert name] as being unsuitable pursuant to clause <insert #> of the Constitution.

The Committee unanimously assessed [insert name/s] as being suitable for appointment to the [insert organisation name] Board.

Yours sincerely,

[insert name]

Nominations Committee Chairman

Consider attachments (any of)

1. Board Skills Matrix Analysis (de-identified)
2. Summary of candidates – strengths, match to need (personnel gap / strategy)

 