# Nominations Committee Checklist

A nominations committee is a sub-committee of a sport’s board that is primarily involved in board Review and appointments. It may also be involved in other matters at the board’s discretion.

The following checklist has been created to assist organisations establish and operate a nominations Committee. More detailed requirements are outlined in the [Nominations Committee Charter Template](https://www.sportaus.gov.au/governance/resources) on the Australian Sport Commission website.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Yes/No | Comments |
| Develop Board Skills Matrix | Nominations Committee | Yes | Board Skills Matrix in place |
| Update Board Skills Matrix |  |  |  |
| Review Director Success Profile and Interview Guide  |  |  |  |
| Develop process to call for nominations |  |  |  |
| Advertise for vacancies |  |  |  |
| Review candidate CVs |  |  |  |
| Communicate with all candidates |  |  |  |
| Set-up and conduct interviews |  |  |  |
| Assess candidates against skill priorities and requirements |  |  |  |
| Reference check as required |  |  |  |
| Finalise recommendations and inform relevant stakeholders |  |  |  |
| Evaluate Board performance |  |  |  |
| Assess board composition, including diversity, skills, expertise, experience and independence |  |  |  |
| Ensure succession planning for the board |  |  |  |
| Manage process to assess and review director inductions, performance and development |  |  |  |

