**Board Composition Assessment Report**

TO: The Board of [insert organisation name]

FROM: [insert name] Nominations Committee

DATE: [insert date]

SUBJECT: Election for xx vacant elected/appointed Director positions

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**The Board Assessment Process**

[insert organisation name] believes that to deliver on its governance objectives the board must be comprised of Directors with a variety of skills and experience, which act in the best interests of the organisation as a whole.

The Nominations Committee comprising <insert names> has undertaken a review of the [insert organisation name] Board Skills Matrix as part of the activities delegated under the Nominations Committee (NomCo) terms of reference (or Charter).

The NomCo has considered the skills and experiences necessary to oversee the achievement of [insert organisation name]’s strategic goals.

**Current composition and alignment with strategy**

The NomCo, operating as a sub-committee of the Board, has reviewed the results of the latest director self-assessment (using the Board Skills matrix) in preparation of the upcoming board vacancies. In summary the results indicate

* The X Directors retiring (end of term or not re-standing) take area of focus and experience in <insert any notable elements from the matrix list> from the Board
* The Strategic Plan will require an area of focus in Director skills / experience in <insert any notable elements from the matrix list> to support achievement

The complete results of the Board Skills Analysis is available at Appendix A.

**Recruitment priorities**

It is important to understand that the NomCo has prioritised (level of importance) some skills, experience or diversity elements above others to support a high-performing board. When considered in conjunction with the current board representation the recruitment priorities are:

1. <insert priority> - and provide some rationale i.e. *the* [insert organisation name] *Strategic plan has heavy emphasis on <insert> which will require specific support from the board*
2. <insert priority> - *current analysis highlights low board representation in this area*
3. <insert priority> i.e. Consideration of candidates' diversity profiles as a tangible commitment - *aligning to the* [insert organisation name] *diversity goal (gender, geography, age, etc)*
4. Consider adding lived experiences alongside skills being sought, particularly seeking those designed to remedy historical marginalisation in the sport

The NomCo presents this assessment report to the Board for approval, and subject to the approval, will action the recommendations in the Director Recruitment activities and hence inform the communication of the upcoming vacancies and highlighting areas of specific need.

