

Terms of Reference NOMINATIONS COMMITTEE

1. Composition

This committee comprises:

Honorary Secretary(Chair)

Immediate Past President (whether serving on the Board or not)

Chief Executive

Two 'ordinary' professional members – volunteered from a call to membership and selected by the existing Nominations committee – ratified by the Board

A quorum for decision-making shall require at least 4 participants including the Chair.

The two 'ordinary' members shall normally serve for a term of three years and shall be eligible for re-election annually thereafter up to a maximum of six years.

2. Number and Nature of Meetings

The committee will normally convene at least twice a year and these may either be face-to-face or by conference call.

One meeting will be a preliminary meeting is timed to review the election appointments required for the coming year. A second will be convened to assess the candidate applications received following any call for nominations. Other meetings may be required.

3. Responsibilities and delegated authorities

- To maintain a watch on the overall succession planning for the Institute's Standing and Advisory Committees and especially for their key roles (Chair, Secretary).
- To keep the Board updated on upcoming vacancies for Trustee (including Officer) roles.
- To oversee and assess all nominations for Trustee and Officer roles (including the Independent Assessor) against a set of agreed criteria.
- To propose to the Board the assessment criteria from time to time for the appointment of Vice President/s to perform defined responsibilities.

4. Reporting and communications

- Reporting to the Board of Trustees as appropriate – either at BoT meetings or electronically when timescales require it.