

ST BASILS NOMINATIONS COMMITTEE – TERMS OF REFERENCE

PURPOSE

The Nominations Committee is responsible for the recruitment and selection of Directors to the Board of St Basils where a vacancy exists or where the Board decides to co-opt members on to the Board or its Committees. The Committee is responsible for overseeing the skills and diversity of the Board to ensure any recruitment meets the needs of St Basils.

RESPONSIBILITIES OF THE COMMITTEE

- To review applications for new Board members;
- To interview prospective candidates for Board roles;
- To make recommendations to the Board on appointments following recruitment processes;
- To consider whether recruitment should take place using open processes or appropriate search agencies;
- To oversee the Director skills audit and notify the Board of potential recruitment needs, having due regard for Equality and Diversity, Director skillset and backgrounds.

STANDING ORDERS

The Committee membership will be decided by the Board of Directors and shall not include the Executive Director.

The Committee will meet on an ad hoc basis, in the event of a vacancy.

The Committee will report the proceedings of the Committee to the Board and will appoint a Secretary to manage its affairs.

A quorum will not exist unless there are 2 Directors present.

The Committee will act in accordance with the Articles of Association and St Basils Standing Orders.