

### Status

The Nominations Committee is a formal sub-committee of the SportsAid Board of Trustees. This Committee is not a standing committee and instead is formed as required by the Board.

### Function

The function of the Nominations Committee is to:

- Oversee and deliver the process of recruitment to the SportsAid Board of Trustees, including the appointment of the position of Chair of the Board of Trustees as necessary;
- Consider the specific skills and experience needed to compliment those already in place on the Board of Trustees;
- Agree the advert to seek new trustees;
- Agree the locations (or types of locations) the advert will be placed;
- Shortlist the candidates for interview;
- Interview the shortlisted candidates; and
- Agree correspondence to successful and unsuccessful candidates.

### Composition

The membership of the Nominations Committee will consist of the following:

- Chair of the Board of Trustees (unless the appointment in question is for the position of Chair);
- Senior Independent Director;
- Up to two additional SportsAid trustees;
- CEO of SportsAid (ex-officio); and
- Company Secretary of SportsAid (ex-officio).

The Nominations Committee may co-opt another member or members at any time should a specific perspective or skill-set be considered necessary to enhance the recruitment process.

## Terms of Office

As the Committee is not a standing committee, the membership will be determined for each nomination process individually with all trustees eligible regardless of the number of times they have been a member of the Nominations Committee previously.

## Chair

The Chair of the Committee will usually be the Chair of the Board of Trustees.

If the Nominations Committee is formed to appoint a new Chair of the Board of Trustees, the current Chair of the Board of Trustees will not form part of the Committee and the Chair of the Committee will be the Senior Independent Director.

## Quorum

A Nomination Committee meeting will be quorate if two or more voting members are present. This includes members calling in via telephone or video-conference.

## Meeting Frequency

As the Nominations Committee is not a standing committee, there is no set meeting frequency. Meetings will be arranged as required.

## Votes

If a decision requires a vote it shall be passed by a simple majority of voting members. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## Records

The Company Secretary will note actions to be taken from the meetings and circulate these to the members following the meetings. No formal minutes will be taken.



**Last Updated:** July 2017  
**Next Review Date:** At the start of next recruitment process

**Patron:** Her Royal Highness The Duchess of Cambridge  
**Charity:** 1111612 | **Website:** [www.sportsaid.org.uk](http://www.sportsaid.org.uk)