

Nominations Committees

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.

How are Nominations Committees established?

The ability of a sport to create a Nominations Committee is usually set out as a power of the board in the sport's constitution. There may simply be a general power for the board to form such sub-committees as it sees fit, or 'Nominations Committee' may be specifically named in the constitution as a committee of the board.

Either way, once convened by the board, a Nominations Committee requires a Charter (also known as a Terms of Reference) to govern its operations, overseeing matters such as:

- who is on the committee
- the number of times it must meet
- how and when it reports to the Board
- what it can and cannot do, etc.

The Nominations Committee shall comprise three persons, all appointed by the Directors including an independent chair, a Member representative and a Director or Director representative. The complete and specific duties, functions and rules of the Nominations Committee are defined in the Nominations Committee terms of reference (or Charter).

What are the responsibilities of a Nominations Committee?

Nominations Committees vary in formality and function and there is no 'one-size-fits-all' approach.

Nominations Committees primarily review candidates for director positions and sub-committee appointments in terms of skills, knowledge and experience. They may also be given other responsibilities such as: nominating candidates for election; recommending casual vacancy appointments; assessing board and senior management performance and remuneration review; policy review; compliance monitoring; and board succession planning.

Sport Australia's view is that the function and role of a typical Nominations Committee for Australian sports should include that the committee at least:

1. Works with the board to determine the skills needed for the sport's future
2. Conducts annual skills analysis of the board
3. Ensures nomination and election processes occur in accordance with the sport's constitution
4. Provides advice and support to the board with appointed directors and casual vacancies as required



Further Resources

Also available on the Sport Australia website (under Sport Governance):

Nominations Committee Charter - Template

A detailed template for organisations outlining Purpose & Authority, Roles and Responsibilities, CEO and Senior Management, People, Policies and Remuneration, Membership, and Meeting Proceedings

Nominations Committee - Checklist

A template checklist for organisations to assist with establishment and operations of a Nominations Committee

