



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 TO ESTABLISH A NOMINATIONS COMMITTEE

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 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 complete and specific duties, functions and rules of the nominations committee are defined in the nominations committee terms of reference [or charter].

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 – in line with the Director Success Profile. 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.

The Australian Sports Commission recommends that the nominations committees:

- work with their board to determine the skills needed for the sport's future
- conduct annual skills analysis of the board
- ensure nomination and election processes occur in accordance with the sport's constitution
- provide advice and support to the board with appointed directors and casual vacancies as required.

FURTHER RESOURCES

These resources are available on the [Sport Australia website](#).

Nominations Committee Charter Template

This detailed template outlines the committee's purpose and authority, roles and responsibilities, CEO and senior management, people, policies and remuneration, membership and meeting proceedings.

Nominations Committee Checklist

This checklist template will assist organisations to establish and operate a nominations committee.

Director Success Profile

This profile defines the competencies, experience, knowledge and personal attributes which contribute to the success of this position.

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