



**TERMS OF REFERENCE OF
THE NEW SOUTH WALES NETBALL
ASSOCIATION LIMITED
NOMINATIONS COMMITTEE**

**Adopted by NSW Netball Association Ltd Board Meeting on
28 August 2018**

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1. PURPOSE

- 1.1 The Nominations Committee (“the Committee”) is a sub-committee of the Governance Committee that reports to Netball NSW Board (“the Board”). The Sub-Committee’s primary functions are to:
- (a) Review Director’s existing skill sets and determine the preferred skill requirements for upcoming Director terms;
 - (b) Develop and implement a pre nomination process to identify and / or interview potential Directors;
 - (c) Provide guidance to the membership on the skills match of those people nominated for Elected Director positions compared with the current requirements of the Board;
 - (d) Make recommendations to the Board for the appointment of Appointed Directors;
 - (e) Review Board succession plans.

2. MEMBERSHIP AND TERMS

- 2.1 The Committee shall consist of a minimum of three people, made up of at least:
- (a) Two Directors, provided that neither person is subject to re-election or re-appointment;
 - (b) One independent person appointed by the Board;
- 2.2 Appointment to the Committee will be for one year or as determined by the Board.

3. CHAIRPERSON

- 3.1 The Chairperson of the Committee will be selected by the members of the Committee following its formation, and following each change of membership of the Committee.

4. MEETINGS

- 4.1 The Chairperson will call a meeting of the Committee if so requested by any member of the Committee.
- 4.2 The Committee will meet as required and on at least two occasions per calendar year.
- 4.4 The Chairperson will prepare minutes of all meetings, which will be provided to the full Board for noting at the next full Board meeting.

5. VOTING

- 5.1 Matters arising for determination at Committee meetings will be decided by a majority of votes of members present.
- 5.2 In the case of an equality of votes, the Chairperson of the meeting, in addition to the deliberative vote, has a casting vote.

6. PROCESS/ DUTIES

- 6.1 The process to be followed by the Sub-Committee in relation to Elected Directors is as follows:
- (a) Review the skill audit of the existing Board, paying particular attention to the skills of the Directors coming to the end of their term;
 - (b) Recommend the skills which are to be highlighted as areas of need for new Directors of Netball NSW to ensure an appropriate skills balance and succession planning;
 - (c) Review the backgrounds and skill sets of those nominated for the election, including interviewing nominees if necessary;
 - (d) Prepare the communication to be circulated to members outlining those nominees which address the current needs of the Netball NSW Board.
- 6.2 The process to be followed by the Committee in relation to the appointment of Appointed Directors is as follows:
- (a) Review the skill audit of the existing Board, paying particular attention to the skills of the Directors coming to the end of their term;
 - (b) Recommend the skills which are to be highlighted as areas of need for new Directors of Netball NSW to ensure an appropriate skills balance and succession planning;
 - (c) Review the backgrounds and skill sets of those persons who express an interest in being appointed to the Board and conduct interviews as appropriate;
 - (d) Make a recommendation to the Board regarding the appointment of Appointed Directors.

7. ADHOC/ ADDITIONAL DUTIES

- 7.1 Aside from those duties specifically outlined in item (6) above relating to Directors joining the Board, the Committee may also meet from time to time to consider items such as:
- (a) The overall skills balance of the Board;
 - (b) Succession planning; and / or
 - (c) To meet with prospective Directors outside of the normal election and appointment cycle.