

# Cycling UK Nominations Committee

## Terms of reference

### Purpose

1. To consider whether candidates who stand for election for the Chair, Vice Chair or Trustee roles have the appropriate personal qualities, skills and experience required.
2. To promote and facilitate a diverse and inclusive board.
3. To help ensure the membership has a range of candidates to choose from.
4. To oversee the recruitment process when there is a decision to co-opt people to the Chair, Vice Chair, Senior Independent Trustee or Trustee roles or recruit externally.

### Authority

The Nominations Committee is appointed by, and responsible to, Cycling UK's Board. Its decisions are subject to the Board's approval. The committee will produce a written report on its work and recommendations to every Board meeting and flag up urgent issues to Trustees between meetings where appropriate.

### Responsibilities

- 1. To consider whether candidates who stand for election for the Chair, Vice Chair or Trustee roles have the appropriate personal qualities, skills and experience required.**
  - a. Carry out a Board skills audit prior to the start of any election process to identify the Board's requirements; and make recommendations to the Board.
  - b. Review applications from members wishing to stand for election and consider the degree to which a) they are competent to carry out the role and b) they would address the identified requirements. This process may include an interview with candidates.
  - c. Provide a statement about each candidate's suitability to be included in their election material.
  - d. Review this nominations process once a year and make recommendations to the Board about improvements needed to make it more effective.
- 2. To promote and facilitate the election/appointment of a diverse and inclusive board.**
  - a. Carry out a Board diversity and inclusion audit prior to the start of any election process to identify the underrepresented groups. This might include reference to relevant external statistical data.

- b. Make recommendations to the Board about how to promote Cycling UK trusteeship to underrepresented groups and how to encourage more people from these groups to put themselves forward.
  - c. Ensure the recruitment process complies with relevant legislation and the Board's decisions about promoting and facilitating a diverse and inclusive board.
  - d. Review the outcome of the election process with respect to diversity and inclusion and make recommendations to the Board about further action to achieve a diverse and inclusive Board.
- 3. To help ensure the membership has a range of candidates to choose from.**
  - a. Promote the role of Cycling UK Trustee to the membership so members better understand what the role involves and what qualities the Board is looking for from candidates.
  - b. Encourage applications from a diverse range of people.
- 4. To oversee the recruitment process when there is a decision to appoint or co-opt people to the Chair, Vice Chair, Trustee, President, Vice President and Ambassador roles.**
  - a. Identify where there may be a need to appoint or co-opt people to these roles and make a recommendation to the Board.
  - b. Agree the recruitment process for these appointments.
  - c. Shortlist, interview and select preferred candidates and make recommendations to the Board.

### **Membership of Nominations Committee**

- The committee will consist of the Chair of the Board and a minimum of two other Trustees selected by the Board. The quorum is two.
- The Chair of the Board will chair the Nominations Committee, unless otherwise agreed by the Board. When business is connected to the recruitment of the Chair, the Vice-Chair of the Board will chair the committee and the Chair will not be present.
- The usual term of office for members of the committee is three years. This may be extended at the discretion of the Board, up to a maximum of six years, However, all

members must be serving trustees, so committee membership will automatically end if and when members cease to be trustees.

- The committee may invite a professional adviser to attend meetings in an advisory capacity.
- The Director of Organisational Effectiveness and Finance should attend all committee meetings. The CEO is not a member of the committee but may be consulted if appropriate.

### **Meeting management**

- The committee will meet when required - typically three times a year.
- The meeting agenda and papers will be circulated at least five days before the meeting.

*Approved by the Board*

*4<sup>th</sup> June 2016*

*Amended by the Nominations Committee – 15 March 2017*

*Approved by the Board*

*Amended by the Nominations Committee – 22 March 2018*

*Amended by the Nominations Committee – 4 June 2019*

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