

SHINE Children and Youth Services

Terms of Reference for Nomination Committee

1. Purpose

- 1.1 The Nomination Committee assists the Board in ensuring that the Board retain an appropriate structure, size, diversity and balance of skills to support the strategic objectives and values of the organisation.
- 1.2 The Committee oversees arrangements for Board appointments (including election processes) and succession planning.

2. Constitution

- 2.1 Chairperson. The Chair of the Committee will be a Non-Executive Board member appointed and approved by the Board.
- 2.2 Membership. The Committee will comprise at least two Non-Executive members.
 - 2.2.1 The two members shall be appointed by the Board on recommendation by the Committee Chairperson. Members may be removed from time to time by the Board.
 - 2.2.2 Members must be past Board members or past Senior Management staff who are familiar with the Organisation's strategies, vision and mission but not in an executive position of another social service organisation.

3. Duration of appointment

- 3.1 Unless otherwise determined by the Board, the duration of appointments of members of the Committee and of co-opted members shall be for a period of one year.

4. Frequency of meeting

- 4.1 The committee shall meet at least once a year.

5. Responsibilities of the Committee

- 5.1 Reviews the composition of the Board annually to ensure that the Board has an appropriate balance of independent Board members in terms of expertise, skills and attributes among the Board members.
- 5.2 Identifies potential board member candidates and explores their interest and availability for board service.
- 5.3 Proposes and nominates individual to be elected as members of the board.
- 5.4 Provides leadership in Board succession planning.

- In this aspect, the Committee will embark on bi-yearly succession planning exercise with alternate year reviews.
- Additionally, they will engage with Chairman of Board on a yearly basis.
- Board succession planning will be synced with Senior Management Team succession planning which is under purview of Staff, Services and Programmes Committee.

5.5 Designs and oversees a process of board orientation.

5.6 Reviews Board's self-evaluation and provide the board with specific guidance on Board effectiveness.

POLICY OWNER: CORPORATE SERVICES

COMMUNICATION CHANNELS: BOARD OR RELEVANT COMMITTEE ORIENTATION / MEETINGS

POLICY REVIEW: BI-YEARLY

NEW AS OF:

22 July 2019