



WEIGHTLIFTING WALES

CODI PWYSAU CYMRU

Terms of Reference Nominations Subcommittee

PREVIOUS EDIT BY:	Roger Sheridan October 2024
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LATEST REVIEW:	June 2026

1. Role

The Nominations Subcommittee (Subcommittee) is a subcommittee of the Weightlifting Wales Board of Directors ("Board) and is responsible for leading the process for Board appointments and makes recommendations to the Board. It is then for the Board to formally approve any appointment in accordance with the Board Recruitment Process.

2. Accountability

2.1 The Subcommittee is accountable to the Board and shall report to the Board (see paragraph 6).

3. Responsibilities

3.1 The Subcommittee will:

- Always bearing in mind the strategy and objectives of Weightlifting Wales,

- Lead the process for Board appointments on behalf of the Board and in consultation with the Board and make recommendations to the Board accordingly;
- Evaluate the Board's current capability against the agreed skills matrix and future challenges affecting the business and in the light of this evaluation agree a description of the role and capabilities required for a particular appointment, which must be approved by the Board;
- Review all applications for appointments and satisfy itself that the process can be considered free of bias and produce a diverse range of candidates;
- When reporting to the Board, provide a view on whether proposed candidates have the required skills and experience;
- Ensure that the Board is sufficiently diverse in all regards, including in gender, ethnicity and age, wherever and whenever practicable;
- Ensure that members of the Board do not serve for excessive periods of time as stipulated in the Articles and to ensure succession planning a minimum/adequate time in advance;
- Review and assess performance of Board members seeking re-appointment in accordance with the terms of the Articles and the skills and diversity required.

3.2 As a NGB Weightlifting Wales are funded by Sport Wales, therefore the Subcommittee will:

- Ensure that recruitment processes in relation to appointed directors on the Board are documented, formal, inclusive, rigorous and transparent and open, publicly advertised and accessible to all persons with sufficient skills and experience to carry out the relevant role
- Inform Sport Wales as the case may be of any Director appointment and permit Sport Wales to observe the process.

3.3 The Terms and Conditions of appointment must be available for inspection by the Board.

3.4 The Committee should find out candidates' other commitments and explain the expected time commitment for this role.

3.5 The Senior Non-Executive Director should lead the appointment of a new Chair of the Board (with input from the Chief Operating Officer usually).

4. Membership

4.1 Members of the Subcommittee must be appointed by the Board with the minimum number being three. The makeup of the members of the Subcommittee should be Non-Executive Directors of the Board. If this is not possible the organisation can look to external individuals to bring independence.

4.2 The Chair of the Board should be a member of the Subcommittee but should not be the Chair.

4.3 The Board shall appoint the Chair of the Subcommittee who must be a Non-Executive Director if the Subcommittee is dealing with the appointment of the Chair of the Board.

4.4 Only members of the Subcommittee have the right to attend Subcommittee meetings, Board members can request to join the committee where they are able to bring insight expertise to specific agenda items. Other individuals, such as relevant staff members, may be invited to

attend all or part of any meeting as and when appropriate, and in doing so have speaking rights at the meeting, but cannot vote.

4.5 Appointments to the committee will be made for a period of three years.

5. Quorum

5.1 The quorum necessary for the transaction of business at Subcommittee meetings is at least three Non-Executive Directors.

6. Meetings

6.1 The Subcommittee will meet at least one time a year. Additional meetings will be called by the Chief Operating Officer or Subcommittee Chair when required.

6.2 Unless otherwise agreed notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed must be forwarded to each member of the Subcommittee and any other person required or invited to attend at the same time and a reasonable time in advance so all have a chance to attend.

6.3 Meetings may be held in person or by teleconference or videoconference and individual members may join a physical meeting remotely by teleconference or videoconference and be regarded as present at the meeting.

7. Decisions

7.1 The Businesses Support Officer is responsible for minuting the proceedings. Decisions of the Subcommittee shall be taken by resolution and recorded in the minutes.

7.2 The decision-making scope of the Subcommittee is limited to matters relating to the appointment of Board members including the appointment of the Chair of the Board.

7.3 Where possible decisions are reached by consensus.

7.4 Where a consensual decision cannot be reached and as long as the meeting is quorate, a majority vote will decide the issue.

7.5 The Committee Chair will have a casting vote in the event of a tie.

7.6 The meetings shall be minuted. Decisions of the Subcommittee shall be taken by resolution and recorded in the minutes.

8. Reporting to the Board

- 8.1 Minutes of the Subcommittee meetings will be presented to the subsequent Board meeting and the Chair of the Subcommittee will provide a report to the Board on any substantive or material matters, and on any recommendations made by the Subcommittee.
- 8.2 The Board will ensure that decisions taken by the Board shall be fed back to the committee.

9. Review

- 9.1 These Terms of Reference and the Subcommittees effectiveness shall be reviewed in accordance with the agreed policy review schedule.