



Nominations Subcommittee

This document outlines the Terms of Reference and membership for the Nominations Subcommittee, a Subcommittee of the Servants Community Housing (SCH) Committee.

Purpose

To assist the SCH Committee to discharge its responsibilities that it:

- is of an effective composition, size and commitment to adequately discharge its responsibilities and duties;
- has a variety of relevant perspectives and skills and a good understanding of the current and emerging issues of the business;
- can effectively review and challenge the performance of management and exercise independent judgment;
- has the necessary competencies, expertise and experience to enable it to discharge its mandate effectively;
- has adequate plans for the succession of its members, including the Chief Executive Officer; and
- has appropriate selection criteria and processes for the identification of a diverse range of suitable candidates to become members of the Committee.

Terms of reference

The duties of the SubCommittee shall include:

- assessing the necessary and desirable competencies of Committee members;
- evaluating the range of skills, experience and expertise on the Committee and identifying any additional skills, experience and expertise that may be desirable to supplement the current Committee prior to making any recommendation for an appointment;
- identifying the steps to be taken to ensure a suitably diverse range of candidates are considered in selecting new Committee members and the factors to be taken into account in the selection process;
- identifying individuals qualified to become Committee members following an assessment of their skills, experience, expertise and likely level of commitment, and recommending them to the Committee;
- managing the election and induction process of Committee members;

- developing and implementing succession plans and plans for enhancing Committee member competencies;
- reviewing the performance of the overall Committee, Subcommittees and individual Committee members, conducting the Committee self-assessment as required by the Housing Registrar of Victoria; and
- recommending training and development for individual Committee members and the Committee as a whole.

In making its recommendations, the Subcommittee will provide the Committee with a statement of the rationale and strategy behind its nominations and other recommendations.

Delegated authority

The Nominations Subcommittee has been delegated authority by the SCH Committee to carry out activities within its terms of reference. Otherwise, it does not have the authority to commit the SCH Committee or management to the implementation of any of its recommendations except where such authority is specifically delegated to it by the SCH Committee. The performance of the Subcommittee is reviewed by the SCH Committee as part of its periodic self-evaluation process.

Detailed minutes are recorded for each meeting and will be reported to the following SCH Committee meeting by the chairperson along with any recommendations to the Committee which have been agreed by the Subcommittee

Subcommittee to meet as required or directed by the SCH Committee, but at least twice annually, firstly to receive annual nomination and re-nomination of committee members and secondly to oversee the assessment and reporting of the performance of the Committee.

Membership

- SCH Vice President (Chair)
- SCH Secretary
- At least one other member of the SCH Committee.

Quorum is two voting members. Members are expected to attend either in person or through other approved means such as teleconferencing. Proxy attendees are not permitted. Other attendees with relevant expertise may be invited at the discretion of the chairperson. They are not members of the Subcommittee.

Revision history:
May 2015. Initial version 0.1 - Warren Clark