

The Nominations Committee (hereafter ‘the committee’) shall be a Sub Committee of the Board of Table Tennis England (‘TTE’), responsible to the Board.

Purpose

The purpose of the committee shall be:

- To oversee the recruitment of Board Directors and to ensure that Board composition meets the needs of Table Tennis England and the Code of Sport Governance
- To propose new Directors to the Board of Table Tennis England
- To oversee the recruitment process for volunteers on operational committees in accordance with their Terms of Reference

Composition

The Chair of the committee shall be the Chairperson of the Board. The Senior Independent Director will chair the committee for that appointment of the Chairperson of the Board.

The Members of the committee shall be: Board Chairperson, Independent Directors, the Elected Directors, Secretary – Chief Executive Officer.

In accordance with the Code of Sports Governance, the members of the committee shall be a majority of Independent Directors.

The Elected Directors may attend meetings either as observers or members as long as the majority of voting membership is formed by Independent Directors.

The Members Advisory Group may appoint up to two of its members to be part of the Nominations Committee in a non-voting advisory capacity.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Meetings

The committee shall meet as required. These meetings may be physical or virtual and day-to-day committee business will be carried out via email.

The quorum of the meeting shall be the majority of the committee and must include the Chair, and a majority of Independent Directors.

Minutes of each meeting shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities:

To approve the role description for both Elected and Appointed Directors including identifying skills required from time to time.

Appointments must be made on merit. In making its recommendations, the committee should consider the following for all Board Directors: -

- The skills required on the Board and those that may be missing using the Board Skills Matrix to support the decision.
- The diversity of the Board and the balance required to bring measured, informed and differing (but measured) opinions
- The company's diversity statement and action plan
- Skills, knowledge, expertise and experience of the candidates
- Professionalism of the candidates
- Integrity of the candidates
- Commitment, contribution and performance of the candidates
- Inform Sport England/UK Sport of any changes to Directors
- In the case of candidates for the position of Independent Director, evaluate the candidates' ability to discharge such responsibilities and functions as expected from Independent Directors including having the necessary skill and experience to bring an independent judgment to bear on the issues of strategy, performance and resources.
- In the case of candidates for the position of Elected Director, the committee will review the applications and provide a view to the **Board**

To oversee the process for appointments to operational committees and provide a member of the committee to be available to assist in that process.