

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 for Sports 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 Senior Independent Director or in their absence the Chair of the Board.

The Members of the Committee shall be: Board Chair, Senior Independent Director (SID) or an Independent Director if there is no SID, an Elected Director for a period of two years. The Committee is able to invite additional people to the meeting, who may not be TTE Directors, to provide additional skills/expertise, if deemed necessary.

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

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

The Committee to be supported by a member of TTE staff with Board recruitment, usually within HR.

Meetings

Quarterly meetings will be set and the committee shall meet at least once a year. 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 three and must include a majority of Independent Directors. If the nominated three representatives are unavailable a co-opted member will be sought to replace on a like for like basis, to ensure a quorum of three and a majority of Independents.

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 and appoint a recruitment panel from members of the TTE Board of Directors to manage the recruitment of each new appointment

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 on suitability in line with the requirements of the Board. This may require candidates to be interviewed as part of the process.

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