

TERMS OF REFERENCE (Approved 14 April, 2025)

Volleyball WA – Board Nominations Committee (April 2025)

1. Purpose

The Nominations Committee (Committee) is established by the Board of Volleyball WA to assist in ensuring the Board has an appropriate balance of skills, experience, independence, and diversity. The Committee will support board renewal through a transparent and structured approach to the selection, appointment, and evaluation of directors and key executive roles where applicable.

The Committee is a Committee of Volleyball WA. The Committee is one of review and has no decision-making authority from the Board except as stated in this Terms of Reference.

2. Roles and Responsibilities

The Committee will advise and make recommendations to the Board in relation to:

- Director recruitment and nomination processes, including evaluating the balance of skills and preparing position descriptions.
- Re-election of directors, including performance assessments and endorsement.
- Strategies to improve Board diversity, including gender, culture, and experience.

3. Authority

The Committee has the authority to:

- Access information and management resources needed to perform its duties.
- Seek advice from external consultants and advisors where appropriate.
- Invite relevant individuals to attend meetings where necessary.

4. Composition and Term

- The Nomination Committee is a committee of the Board.
- All appointments to the Committee and the appointment of the Chair are approved by the Board.
- The Committee shall comprise of three members including two elected directors.
- The Committee Chair shall be an independent individual, appointed by the Board.
- Appointment to the committee will be for two years or as determined by the Board.

5. Meetings

- The Committee will meet at least once per year and additionally as required.
- A quorum will consist of a majority of Committee members.
- The Chair may call additional meetings if required.
- The committee may invite other people to attend as it sees fit, and consult with other people or seek any information which will help it to fulfil its responsibilities.
- Conflicts of interest must be disclosed at the start of each meeting.
- The Committee may meet face-to-face or via telecommunication.
- Minutes will be recorded and submitted to the Board following each meeting.

6. Secretariat Support

- The CEO will provide secretariat support.
- Minutes will be ratified and signed by the Committee Chair prior to submission to the Board.
- Committee membership and performance will be reviewed annually by the Board.

7. Nomination Criteria

When assessing nominations for directorship, the Committee will consider:

- Experience in senior roles relevant to the mission and operations of Volleyball WA.
- Prior directorship or governance experience.
- Alignment with Volleyball WA's strategic goals and values.
- Professional qualifications and community standing.
- Ability to complement existing Board skills and enhance diversity.
- Any declare conflicts of interest or other relevant issues.

8. Voting

- Decisions should ideally be reached by consensus.
- If consensus is not possible, decisions will be made by a majority of members present.

9. Review of Charter

This Charter will be reviewed at least every two years to ensure its relevance and alignment with governance best practice. Any changes must be approved by the Board.