



AusDBF Nominations Committee Charter

AusDBF Nominations Committee Charter Established 2022

Purpose	The purpose of the Nominations Committee (<i>ANC</i>) is to make recommendations to the Board through a transparent and independent process that provides effective renewal and succession planning for the Board.
Objectives	<ul style="list-style-type: none"> • Ensure the AusDBF Board has the appropriate skills, experience and diversity to assist in the achievement of AusDBF's strategic plan • Identify potential areas of vulnerability in the experience, skill mix, diversity and composition of the Board • Make recommendations to the AusDBF Board regarding skills sought for elected Directors and appointed Directors • Manage a Skills Matrix of AusDBF Board members • Make recommendations regarding changes to the AusDBF Constitution • Ensure that a position description is available for all Board roles
Accountability	The Nominations Committee (<i>ANC</i>) will report directly to the AusDBF Board.
Structure	<ul style="list-style-type: none"> • The Nominations Committee will consist of three (3) members including a current Board director, and two (2) people who are independent of the AusDBF Board. Membership will reflect gender diversity • The AusDBF Board will appoint Committee members from interested parties who will nominate through an EOI process • The Nominations Committee members will have excellent governance knowledge, leadership experience and demonstrated knowledge of diversity. Experience and knowledge of dragon boating would be an advantage • The Nominations Committee members must demonstrate and maintain a high degree of confidentiality • The term of each appointment is for two (2) years. If a member resigns within the two-year period, AusDBF will call for nominations and the successful applicant will be selected by the AusDBF Board • Appointments to the Nominations Committee will be made on a staggered basis, i.e. at least one appointed in the even year, and one appointed in the odd year • Each member will serve for a maximum of three terms • A member must apply and be reappointed after their two-year term if they wish to continue.
Chair for Committee	The Nominations Committee will, at its first meeting, elect one of its independent members to the position of Chairperson. This choice must be endorsed by the AusDBF Board.
Meetings and Quorum	<ul style="list-style-type: none"> • A minimum of three (3) meetings will be held each year. Additional meetings can be arranged where necessary and be via zoom/teleconference as required. One of the meetings could be a face-to-face meeting held during the Australian Championships

	<ul style="list-style-type: none"> • Minutes including action items, decisions and recommendations must be taken and submitted to the AusDBF Board within 14 days of a meeting • A quorum will consist of two members • A resolution may be passed by a simple majority of Committee members present and entitled to vote on that recommendation.
Authority	<ul style="list-style-type: none"> • The Nominations Committee is not authorised to make any decisions or communicate directly with members. All recommendations are to be forwarded to the AusDBF Board for consideration. • Any communication requiring input from members or member States must be approved and distributed by the AusDBF Board.