



Terms of Reference Nomination Committee

Scottish Women's Institutes

Name: Nominations Committee

Purpose

The committee shall be responsible for:

- ensuring that elections to National Committees are open to all
- ensuring the members of the Nominations Committee review all nominations for National Committees
- at each Triennial election appointing two members per area for each of the National Committees with the exception of the Finance Committee who will have one member per Area appointed
- Nominations Committee Representatives will serve for a maximum of six years and will be appointed by their Federations on a triennial basis.

Financial Control/Expenses

Financially, the committee is accountable to the Board. Expenses incurred by the members of the committee, within the limits set and on production of a receipt will be paid by Headquarters. For those members whose home Federation requires a flight and/or ferry journey, reasonable expenses will be paid by Headquarters. Each Federation in the area to host the Nomination Committee meetings on a rotation basis at their own expense due to the small numbers of people involved.

Structure and Composition

Federations will seek nominations within their Federations from members wishing to sit on their Area Nominations Committee as their representative. Elections taking place prior to 31st December within the triennial election year. Successful candidates' names will be forwarded to Federations within their areas prior to 31st January. Each Federation will have one representative on the Nominations Committee.

Meetings and proceedings

The Nominations Committee, once formed, will meet prior to the 31st March on an area basis in each triennium to elect from the applicants, the members to sit on the National Committees. This meeting will be chaired by a member of the Board. Members of the Nominations Committee are not allowed to sit on National Committees.

Roles and responsibilities

To ensure the fair and transparent election of members onto the National Committees.

Reporting process/Accountability

The committee will be responsible to their respective Federations within their area and ultimately to the Board of the SWI.

Review

The terms of reference will be reviewed on an annual basis to ensure that they reflect the work of the committee.