



Nominations Committee Charter

Version 1.2 September 2024

Version	Date Adopted	Revised By	Comments
1.1		ASWA	

A. Introduction

The purpose of this Charter is to document the objectives, responsibilities, composition and meeting procedures of the Nominations Committee (the Committee) of the Board of Artistic Swimming WA (the Board).

This charter has been approved by the Board and is governed by the Constitution of Artistic Swimming WA.

B. Objectives

The Committee is an important part of the Board's governance. The Committee's role is to assist the Board in ensuring that the Board comprises individuals who are best able to discharge their responsibilities as Directors having regard to the law, the highest standards of governance, the diversity of the membership and the organisation's Strategy.

Its objectives are to:

- Determine the nominees for election to the Board and recommend Preferred Candidates
- Identify and recommend candidates to fill vacancies occurring at the end of Directors tenure
- Manage casual vacancies that arise during tenure

The Committee provides assurance that the Board has appropriate composition, diversity, size and commitment to discharge its responsibilities and duties.

C. Roles and responsibilities

Responsibilities of the Nomination Committee:

- Identifying and recommending suitable candidates for board positions
- Overseeing the board's succession planning process to maintain required competencies
- Conducting board performance evaluations
- Reviewing the board's skills matrix
- Monitoring board diversity
- Reviewing board policies and procedures

D. Composition

The Committee shall comprise of three persons, all appointed by the Board including



- Independent Chair
- Member Representative
- Board member or Board representative

The Committee may invite other people to attend Committee meetings as it considers appropriate. The Board may remove any member from the Committee at any time with or without cause. Appointment to the Committee will be for two years or as determined by the Board.

E. Meetings

The Committee will hold meetings at least twice each year, and special meetings may be held as required. Meetings may be held face-to-face, or by using any technology (or combination thereof) as deemed appropriate by the Chair. A quorum will be the three members or a representative thereof.

The Committee Secretary or delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members and the other Directors. All deliberations, notes, minutes and decisions of the Committee are confidential, and the Committee shall not disseminate or disclose any such information to any individual or party, other than to the Board as per this Charter, unless otherwise directed by the Board.

F. Committee performance

The Committee may review its charter at other times deemed necessary by the Committee or the Board. The Board annually reviews the composition of the Committee and approves the Committee charter