# Swan Districts Football Club inc

# nominations Committee

**Terms of Reference**

1. **Purpose and Scope**

The purpose of the Swan Districts Football Club (SDFC) is to build community and develop people. Our vision is to be a well-connected and engaged community club which improves social outcomes and sense of well-being in the Swans community. In turn, this will improve the club’s relevance by creating a reciprocal sense of belonging between Swans and the community the club belongs.

The Nominations Committee (Committee) is a Board Sub-Committee responsible for oversight of, and advice and recommendations to the SDFC Board (Board) on candidates for the seconded positions on the Board. The Committee will identify and recommend candidates to the Board to optimise the composition of the Board as and when required.

The Committee’s guiding principle is to choose the best candidate to fill the Board vacancies. However, in so doing, it shall endeavour to seek a balance between the personal and professional qualifications of a candidate and other matters of balance for the Board.

1. **Values**

The following enduring SDFC values represent what we stand for and how we behave. These values are the cornerstone of the club and are to be used to guide the actions of the Committee.

* We act with integrity
* Everyone matters
* Raise the bar to be the best you can
* We fly together

1. **Objectives**

The Committee will achieve the following objectives in supporting the Business Sustainability component of the SDFC Strategic Plan (2018-2022).

* To provide a formal, rigorous and transparent procedure for the appointment of seconded Directors to the Board.
* To consider a skills and experience matrix of current Board members in determining the desired competencies required to assist the Board.
* To evaluate the balance of skills, knowledge and experience of each of the candidates and in identifying suitable candidates the Committee shall consider:
  + The club’s strategic plan specifically the diversity component of the plan
  + Candidates from a wide range of backgrounds; and
  + Candidates on merit and against objective criteria, taking care that those prospective appointees have enough time available to devote to the position.

1. **Authority**

The Committee has the power to recommend Board nominees to the Board for Board approval. For this purpose, the Committee is delegated the necessary power and resources to meet its charter.

The Committee does not have any other decision-making power, unless expressly delegated to it by the Board. In absence of express delegation in respect of a decision or matter, the Committee only has power to make recommendations to the Board.

The Committee may, upon approval of the Board, seek any information or obtain any independent professional advice it considers necessary to fulfil its responsibilities.

The Board does not authorise the Committee to commit to expenditure or enter into contractual agreements on behalf of the club without a specific instrument of delegation.

1. **Membership**

Membership of the Committee including the Chairperson will be appointed and changed at any time by the Board. The Committee should include no less than three members.

Committee members should not be any incumbent Board Directors who intend to nominate for re-election either at the next AGM or seconded by the Board.

The initial membership will include:

* Peter Hodyl – SDFC President
* Jim Benson – SDFC Governance Director
* Matt Hewitson – SDFC Community Director
* Des Hardiman – SDFC Finance and Risk Director.

1. **Relationship with Management**

The Chairperson will provide advice and guidance to the Committee and review management’s completion of tasks as required. SDFC management shall undertake an executive role on the Committee by:

* Liaising with the Chairperson in the preparation of the agenda and minutes.
* Making recommendations to the Committee.
* Executing actions approved by the Committee.

The Chairperson will provide reports and advise recommendations of the Committee to the Board.

1. **Operation Principles**

* Meetings will be as is required by the Committee.
* Quorum to be two members, one of which must be a SDFC Board Member.
* The Committee will nominate a Secretariat.
* An agenda and notice of the meeting to be provided to the Committee one week prior to the meeting.
* Minutes of each meeting will be circulated and reported to the Board through the Committee Chairperson.
* There will be an annual review of the Committee’s effectiveness.
* Members of the Committee are subject to the SDFC Code of Conduct. All new members will be provided with a SDFC induction.

1. **Evaluation of Committee Effectiveness**

The Committee will undertake an annual self-evaluation of effectiveness. The following matters will be considered:

* These terms of reference.
* The composition of the Committee.
* The operating principles of the Committee.
* The attendance and performance of respective members of the Committee.