

ROTARY GREAT BRITAIN AND IRELAND

NOMINATION AND APPOINTMENT TO THE BOARD: GUIDANCE FOR APPLICANTS

SEPTEMBER 2021

1. Introduction

This guidance is for applicants seeking nomination to the roles of Chair or Honorary Treasurer of Rotary International GB&I and those seeking appointment as general board members.

The Nominating Committee is responsible for the selection and nomination of the Chair and Honorary Treasurer roles, which are put to the clubs. The Nominating Committee also serves as the Appointments Panel for general board members. All decisions regarding the appointment of general board members are final.

The processes for nomination and appointment are set out in the appendices. For the selection process dates, please refer to the published timeline.

2. Applying for a role

Application form

Candidates should complete the application form and submit this to the Rotary International GB&I by the due date. Late submissions will not be considered.

Candidates should review the role descriptions for the position for which they are applying, including any eligibility requirements. The role description includes a person specification. All board members share a common core of responsibilities and requirements. Where additional responsibilities, knowledge, skills, or experience are required, set out in the role description.

Canvassing

Rotary International rules prohibit any attempt to influence the outcome of the nomination or selection process. These rules are set out below:

10.060. Campaigning, Canvassing, and Electioneering; 10.060.1. Prohibited Activities.

In order that the best qualified Rotarians shall be selected for service in RIBI's / RI's elective offices, any effort to influence the selection process for an elective office in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited. Rotarians shall not campaign, canvass, or electioneer for elective position in RI, or allow any such activity, either on their behalf or on behalf of another. No brochures, literature, letters, or other materials, including electronic media and communications, may be distributed or circulated by Rotarians or on their behalf to any clubs or members of clubs except as may be expressly authorized by the board. Where candidates (nominees) become aware of any prohibited activities having been undertaken on their behalf, they shall immediately express their disapproval to those so engaged and shall instruct them to terminate such activity.

3. The Nominating Committee

Attendance

All eligible candidates will be called to interview – there is no long-listing process. Candidates should ensure that they are available to attend interview at the Nominating Committee, as this is a requirement of the selection process. Candidates will only be excused from interview and presentation in exceptional circumstances (see Appendix 3).

Reasonable adjustments

Before the interview, all candidates will be asked whether they require any reasonable adjustments to enable their participation.

Presentation

Candidates for all roles will be asked to prepare a presentation in advance and, on the day, present to the Nominating Committee. Presentations should last no longer than three minutes and will be timed and video recorded. No handouts or visual aids are allowed.

- **For Chair/Honorary Treasurer roles:** candidates are asked to present their vision for Rotary International GB&I and how they would help the organisation deliver its purpose and strategy.
- **For general board members:** candidates each present their vision for the Rotary GB&I Board and how their skills, knowledge and experience can contribute to the achievement of that vision.

Interview

Interviews will take place in person, at the Rotary Support Centre in Alcester. Please refer to the published timeline for the dates. We anticipate that the Nominating Committee will comprise a panel of seven, plus the General Secretary will attend.

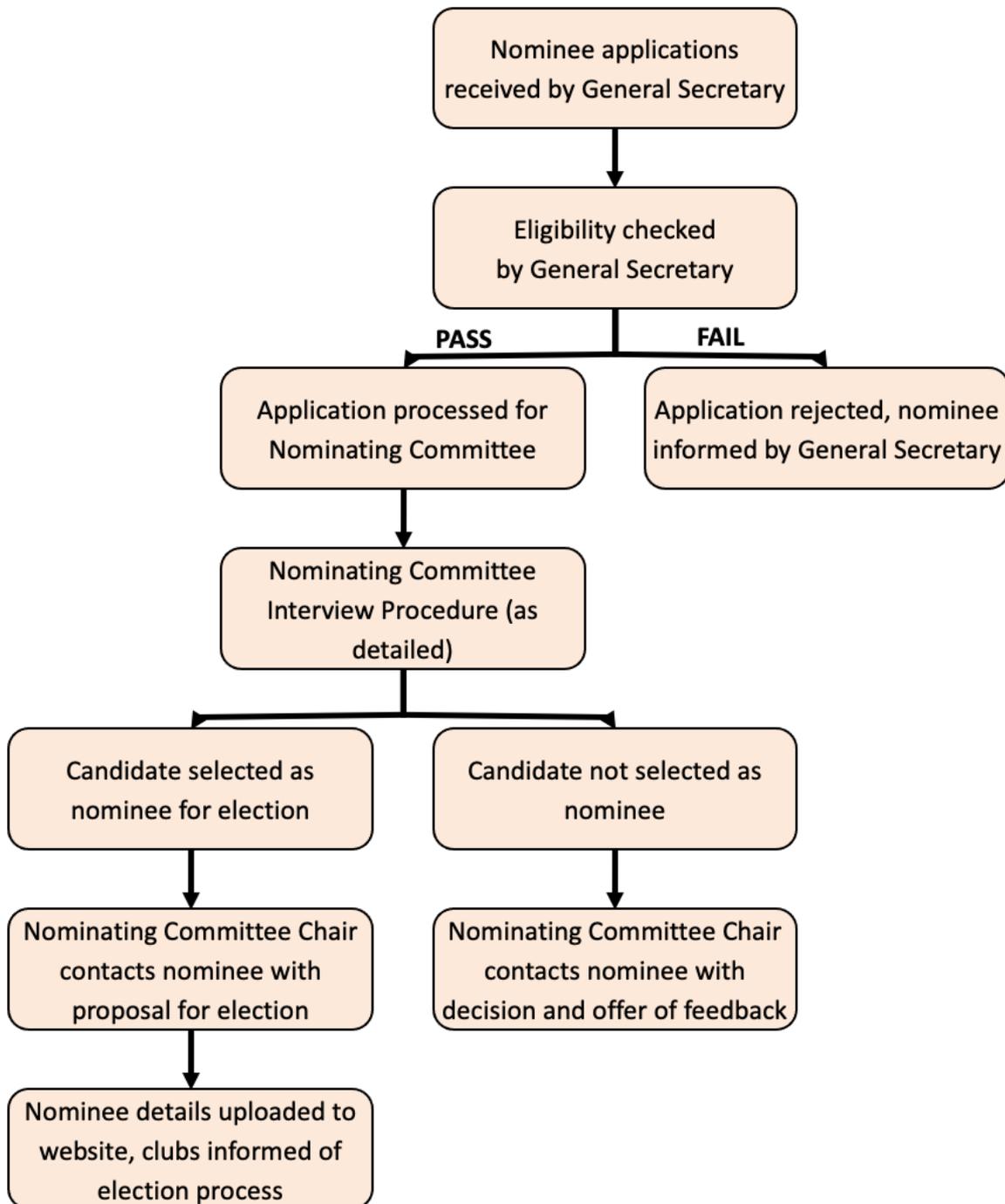
Candidates for each role will be asked identical questions to explore how they meet the specification, with additional questions of clarification where necessary.

Following interview

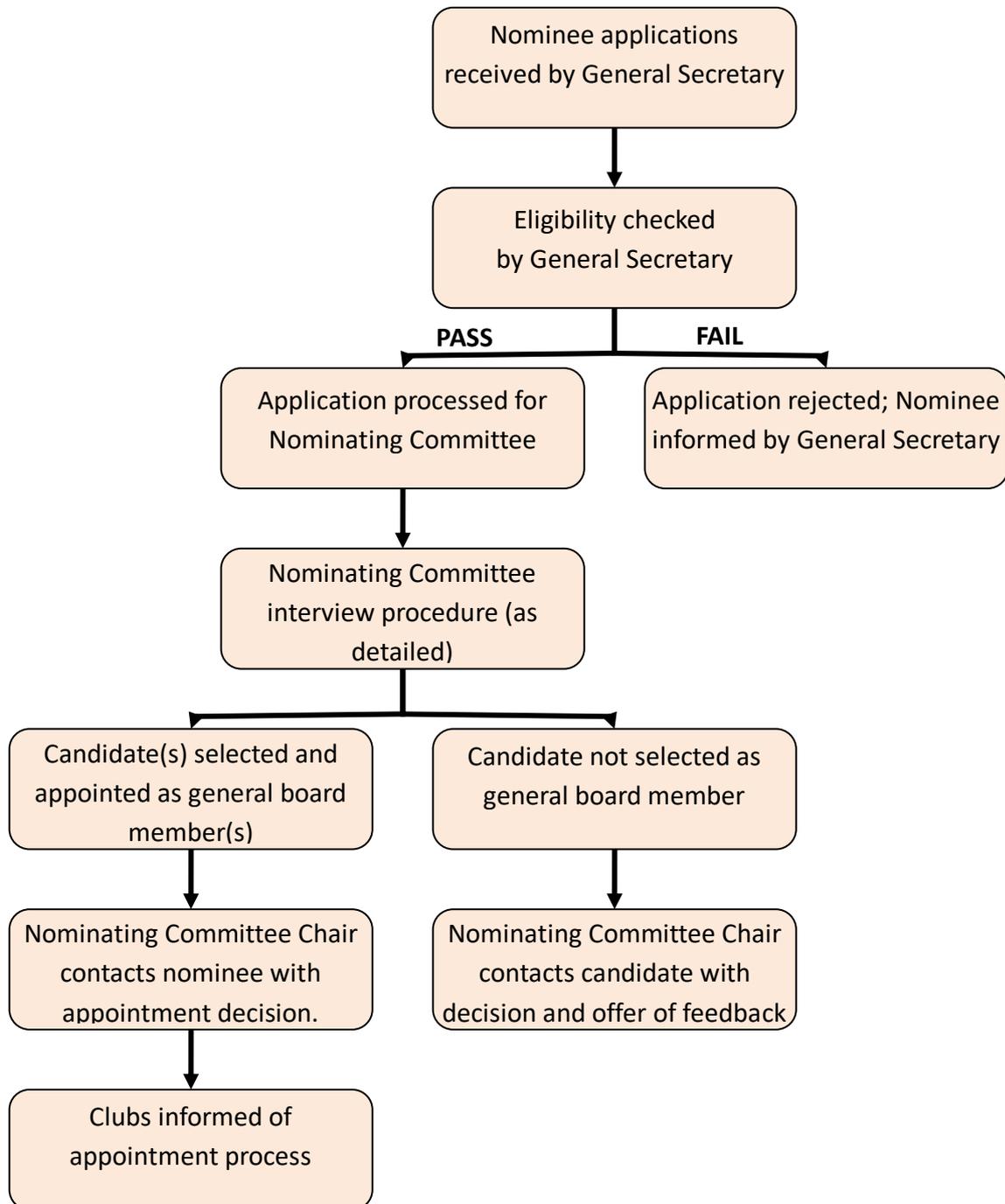
Candidates will be contacted by the chair of the Nominating Committee to advise them of their decision and to offer feedback.

For successful nominees/appointees, we anticipate that the induction process will begin in the new calendar year, prior to the start of their term of office.

Appendix 1: Chair/Honorary Treasurer nomination process



Appendix 2: General board members appointment process



Appendix 3: Unavailability for interview

There may be exceptional circumstances that prevent a nominee for Chair or Honorary Treasurer from attending a Nominating Committee interview and presentation. The following guidance aims to help the Committee to determine an appropriate course of action.

Nominees will only be excused from interview and presentation in exceptional circumstances. These may include:

- Family bereavement or significant family/close relative illness
- Personal/close family illness/hospitalisation
- Accident or emergency
- Delayed by circumstances beyond the nominee’s control in planning attendance, such as severe disruption to transport services
- Any other event agreed by the Committee as being exceptional circumstances that the nominee could not have anticipated

Nominating Committee interview dates are circulated well in advance. As such, non-attendance due to holiday or work commitments are not considered to be exceptional circumstances.

Applicant guidelines	Version
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