

Role Description – Member, Nominating Committee

Post: Member, Nominating Committee
Responsible to: Rotary International GB&I Board
Term: Maximum 3 years

1. Committee Members: role and responsibilities

The purpose of the Nominating Committee (hereafter 'the Committee') is to select and nominate candidates for election to the roles of Chair and Honorary Treasurer of Rotary International GB&I. The Committee also functions as the Appointments Panel for Rotary International GB&I, the purpose of which is to select and appoint general board members.

The main duties of Committee members are as follows:

- to understand the relevant professional and legislative requirements for selection and recruitment and to undertake training/discussion with other panel members on the subject
- to ensure that Rotary International GB&I's statutory duties are satisfied in relation to equalities
- to participate as a committee member, providing individual assessment to form part of a collective decision
- to maintain confidentiality before, throughout and following completion of the interview process
- to act at all times in accordance with Rotary values: integrity, diversity, service, leadership and fellowship
- to ensure constructive feedback is available to all candidates

2. Committee Chair: additional role and responsibilities

Prior to its first meeting, committee members appoint from amongst their number a Chair. The additional responsibilities of the Chair include:

- Chair the committee meeting, including interviews and selection
- Help the committee to deliberate and reach consensus over nomination of candidates for election or selection for appointment to the board
- Feedback to candidates

3. Eligibility

To be eligible for election as a committee member, candidates must be either:

- A serving District Governor
- A District Council nominee. Candidates nominated by District Councils can either be a past Officer of Rotary International, or a non-past Officer, provided they have served at least two terms on the District Executive Committee

For further details, please see the Nominations Committee terms of reference.

4. Person specification

Candidates must be able to demonstrate the following essential knowledge, skills and experience:

Knowledge, skills and experience

1. An understanding of the role, function and purpose of Rotary International GB&I
2. An understanding of the role of the Rotary International GB&I
3. A commitment to Rotary values: integrity, diversity, service, leadership and fellowship
4. Experience in, understanding of, and commitment to, equality, diversity and inclusion
5. Influencing and communication skills
6. Active listening and curiosity
7. Analytical skills & experience
8. Experience of making senior appointments, ideally through proven skill in recruitment or on appointment panels
9. Experience as a past District Governor or service on District Executive
10. Willingness to support and champion collective decision making

Candidates will also be judged against the following competencies

Competencies

1. Interpersonal sensitivity
2. Planning and organisation
3. Communications
4. Judgement and Decision Making
5. Influencing

5. Term of office, time and travel commitments

Committee members are expected to bring to the work of the committee the benefits of their skills, knowledge and experience, and to devote sufficient time to ensure that the committee reaches sound decisions. This will include reading committee papers

and procedures, participating in discussions, and where appropriate undertaking relevant training and development.

- The Nominating Committee is formed each year. Members can serve on up to three consecutive nominating committees, after which a break of one year is required.
- The committee meets annually, including an overnight stay. Other pre- or post-meeting briefings may take place digitally.
- In-person committee meetings are held at the support centre in Alcester, Warwickshire. In addition, the committee’s work increasingly uses digital tools for collaboration and meeting, including MS Teams

6. Remuneration

Committee roles are voluntary, with no remuneration. Expenses for travel, accommodation and out of pocket expenses may be claimed according to current policy as published.

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