

WEA Nominations Committee – Terms of Reference

Date of approval by Board of Trustees: 15 July 2021
(for implementation from 1 August 2021)

Purpose of the Committee

The Nominations Committee shall support, guide and facilitate the recruitment and election or appointment of individuals to the Board of Trustees and to committees of the Board of Trustees, being mindful of the skills needed on the Board and its Committees and of the democratic values of the Association. The Committee shall also support and guide the appointment of Trustees into key leadership roles on the Board and Committees, and support the Regional Committees and Scotland Board in building a framework for the training and development of volunteers and Association members interested in WEA governance.

Membership

The membership of the Nominations Committee will be as follows:

- ▶ 4 Trustees, to include the Chair of Trustees, and the Vice Chair (who shall Chair the Committee); and
- ▶ 2 Association Members to be nominated by WEA Council.

Members of the Nominations Committee may appoint up to two co-opted members external to the Association, subject to the approval of the Board of Trustees. Any co-opted member so appointed shall serve for a term of two years, renewable at the discretion of the Board of Trustees.

The Chief Executive/General Secretary shall attend the Committee.

Secretariat shall be provided by the Head of Corporate Governance & Company Secretary or their nominated representative.

Quorum

A quorum shall be three members of the Nominations Committee, including at least two Trustees.

Meetings

The Nominations Committee will meet at least twice annually, though will consider the necessity of meeting more often when required. These meetings will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

Reporting

The Board of Trustees will receive minutes of Nominations Committee meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of the Nominations Committee at meetings of the Board of Trustees from time to time.