

BSI Nominations Committee Terms of Reference

Purpose

The Nominations Committee has general oversight concerning the structures and effectiveness of BSI Board of Trustees, committees, advisers and observers. It is also responsible for nominating individuals to represent the views of the BSI on external committees and to identify BSI members to nominate for external awards.

Composition

- The Committee is chaired by the President and has a membership of a maximum of five and a minimum of three Board members.
- The Chief Executive of BSI is a permanent invitee to the Committee's proceedings.
- The Committee meets when required, and a minimum of two times per year.
- Three members of this committee constitute a quorum.

Remit

The formal remit of the Committee covers the following issues:

- To ensure the BSI has a Board with the right competencies, skills, experience and diversity to develop and deliver its organisational strategy and ensure good governance. This includes working proactively to ensure the Society's diversity and inclusion strategy is embedded and implemented at all governance levels.
- To oversee the tenure of Board members and maintain a record of attendance at Board meetings.
- To oversee the voting process to recruit to relevant vacancies as and when Trustees retire.
- To lead the recruitment of co-opted Trustees.
- To conduct the induction and training of Trustees as appropriate.
- To select Board members to serve on selected committees e.g. Finance sub-committee
- To conduct an annual evaluation of the effectiveness of the Board and its Committees (e.g. standing or any time-limited advisory committees)
- To oversee the declaration of interests policies and procedures.

Recommendations from the Committee relating to the above tasks are made to the Board for ratification, nomination or approval as appropriate.

In addition, the Committee will also be responsible for:

- To assist BSI staff in nominating individuals to represent BSI views on external committees
- To assist BSI staff in identifying BSI members to nominate for awards and recognition e.g. Queens Honours
- To identify BSI members to nominate for other organisations' posts, prizes and awards where the BSI holds membership, e.g. EFIS, IUIS, RSB