

## **Nominations Sub-committee Terms of Reference and Scheme of Delegation as amended on 6<sup>th</sup> February 2019**

### **1. Composition and support**

- 1.1 The sub-committee shall comprise five Trustees.
- 1.2 A member of the Executive Team (Chief Executive, Managing Director or Director of Professional Standards) shall act as advisor to the sub-committee as appropriate.
- 1.3 The Board shall appoint the sub-committee chair and a secretary to the sub-committee, who shall be an officer of the Institute on the recommendation of the Chair of the Board of Trustees.
- 1.4 The sub-committee shall include at least one member of each gender.
- 1.5 Appointments to the sub-committee shall be for a period of up to two years or the Trustee's term of office, whichever is the lesser. Trustee sub-committee members may be reappointed for a further term but may only serve a maximum of four years in total.
- 1.6 Only members of the sub-committee will have the right to attend sub-committee meetings. However, other Trustees, officers or external advisers may be invited to attend for all or part of any meeting, as and when appropriate.

### **2. Terms of reference**

#### **2.1 Remit**

- 2.1.1 The sub-committee will take delegated responsibility on behalf of the Board of Trustees for scrutinising member applications for nomination to external bodies, co-option to the Board of Trustees, General Assembly and standing/other committees.
- 2.1.2 The sub-committee shall consider such other selection processes as are referred to them by the Board or standing/other committees.
- 2.1.3 The sub-committee shall include the criteria to decide nominations for State Honours and consider reviewing the eligibility criteria and process to decide the State Honours
- 2.1.4 The sub-committee shall review, consider and nominate individuals for State Honours.

#### **2.2 Quorum**

- 2.2.1 The quorum necessary for the transaction of business shall be three.
- 2.2.2 In the event of a tied vote, the chair of the committee shall exercise a casting vote as well as a first vote.
- 2.3 Proceedings can be conducted electronically.

#### **2.3 Conduct of Business**

- 2.3.1 The sub-committee shall meet as and when required. The chair shall determine whether business should be conducted face to face, electronically or by telephone.
- 2.3.2 Meetings of the sub-committee shall be called by the secretary of the sub-committee at the request of the sub-committee chair who shall determine the date.

- 2.3.3 Unless otherwise agreed, notice of each meeting confirming the type of meeting venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the sub-committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to sub-committee members and to other attendees as appropriate, at the same time.
- 2.3.4 The secretary shall minute the proceedings and resolutions of all sub-committee meetings, including the names of those present and in attendance.
- 2.3.5 Minutes of sub-committee meetings shall be circulated promptly to all members of the sub-committee and the Chair of the Board and, once agreed, to all other members of the Board, unless a conflict of interest exists.

## **2.4 Reporting responsibilities**

- 2.4.1 The sub-committee chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 2.4.2 The sub-committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

## **3. Decisions delegated to the nominations sub-committee by the Board of Trustees**

### **For determination**

- 3.1 Determination of RTPI representation to such external bodies as are referred to them by the Board of Trustees.
- 3.2 Co-option to the Board of Trustees, General Assembly and standing/other committees where a vacancy exists.
- 3.3 Determination of applications for Fellowship of the Institute.
- 3.4 Determination of whether a nominee for honorary membership satisfies the requirement that they are not a chartered member or eligible to be so.
- 3.5 To confirm that proposed recipients of regional awards for outstanding service meet the eligibility criteria and standard.
- 3.6 To include the criteria to decide nominations for State Honours and consider reviewing the eligibility criteria and process thereto.
- 3.7 To review, consider and nominate individuals for State Honours.

### **For consideration and recommendation back to the Board of Trustees for decision**

- 3.7 To consider whether nominations for honorary membership meet the eligibility criteria and advise the Board on the nominations merit.
- 3.8 To consider potential proposals for recipients of a Gold medal and advise the Board as to whether the criteria for the award have been met.
- 3.9 To consider nominations for national awards for outstanding service and make a recommendation to the Board of Trustees