

Introduction

The Nominations Committee (NC) is established under clause 56 of the Constitution of YWCA Australia (YA) as an advisory committee to the Board of YA (Board).

1. Purpose

The role of the NC under the Constitution is to:

- make recommendations to the Board for nominees to fill vacancies on the Board;
- make recommendations to the Board regarding the process by which the Board selects the number and identity of delegates to attend the World YWCA's general meeting; and
- consider other issues delegated to the NC by the Board from time to time.

2. Responsibilities

Board Composition

- Review the composition of the Board, at least annually, having regard to the optimum number of directors and the appropriate mix of skills, experience and diversity on the Board, identify any gaps and make recommendations to the Board as appropriate.
- Review, monitor and recommend changes to the Board on the process for recruiting Board-appointed directors.
- Review, monitor and recommend changes to the Board on the process for selecting nominees for elected director positions.
- Assist the Board in the process of director appointment/election consistent with the processes approved by the Board.
- Oversee the process of induction of new directors.
- Oversee the Board trainee program including the process for appointment of Board trainees and make recommendations for change, as appropriate.

Life Membership

- Review and recommend candidates for Life Membership to the Board.

World YWCA's General Meeting

- Develop and recommend to the Board a process to select the number and identity of delegates to attend World YWCA's General Meeting.
- Assist the Board in the process of delegate selection consistent with the process approved by the Board.

Other matters

- Undertake any other tasks as may be delegated to the NC by the Board from time to time

3. Membership

- The NC comprises four members, two directors appointed by the Board from time to time and two representatives elected by the Members.
- One of the members appointed by the Board will also be appointed Chair of the NC.
- At least two NC members must be a Young Woman.

- Membership of the NC should reflect an appropriate mix of skills, experience and diversity.

4. Election and Appointment

The procedures for appointment and election of members will be determined by the Board from time to time taking into account any recommendations from the NC.

5. Meetings

- The NC will meet at least quarterly or more frequently if required.
- Meetings may be held by video or in person.
- The quorum for NC meetings is three members.
- Members of YA's management should attend Committee meetings if requested by the NC Chair and the Chair may also invite external parties, as appropriate, to attend all or part of a meeting.
- The agenda and Committee papers will be prepared and circulated at least 5 days in advance of the meeting unless agreed otherwise with the Chair.
- Any YWCA director or board trainee may attend Committee meetings but will not have the right to vote.

6. Reporting

- Minutes of each NC meeting will be provided to the Board at its meeting following the NC meeting.
- The NC Chair will advise the Board of any significant matters arising out of the NC meeting.

7. Access to Information and Advisers

- The NC is authorised to require management to provide any information the NC requires to discharge its responsibilities.
- The NC is authorised to obtain external professional advice (with the consent of the Board Chair) if it considers this necessary.

8. Secretary

- The YA Company Secretary will be the secretary to the NC.
- The YA Company Secretary or their nominee will attend all NC meetings.
- The YA Company Secretary will be responsible for the preparation of meeting agendas (in consultation with the Chair), the despatch of the meeting agenda and papers to the NC members, the preparation of meeting minutes and the filing of the signed minutes.

9. Review

- The NC will review its Charter every two years and recommend changes, if any, to the Board for approval.
- The NC will review its performance and compliance with this Charter annually and report its findings to the Board.

Document Control Data	
Nominations Committee Charter	
Responsible Body	Nominations Committee
Accountable Officer	Company Secretary
Application	Nominations Committee YWCA Board

	Executive Team
Supersedes	Nominations Committee Charter Schedule A Committee Charter Standard Terms Schedule B
Associated documents	YWCA Australia Constitution YWCA National Housing Constitution YWCA Housing Constitution Nominations Committee Member Election/ Appointment Process YWCA Board Charter Various YWCA governance policies YWCA Membership Policy
Legislation	N/A

Approval and Amendment history				
Review period – 2 years				
Approval date	Effective Date	Version	Amendments	Next review
1/04/2021	1/04/2021	2.0	Replaced previous version	April 2023
April 2022	April 2022	3.0	Replaced previous version	April 2024
18/04/2024	18/04/2024	4.0	Non-material amendments	April 2026