



Nominations and Representation Committee

Terms of Reference

1. Status

The Nominations and Representation Committee is a sub-committee of the EEUK Board of Directors to which it reports and is accountable.

2. Purpose

The principle aims of the Committee are to:

- a. Generate, receive and review nominations to voluntary roles across EEUK, its Advisory Council, Board and Committees, making recommendations for appointment and coordinating elections as appropriate.
- b. Monitor equality, diversity and inclusion across the organisation and its activities, ensuring the organisation is representative of its membership and recommending appropriate controls to the Board.
- c. Ensure that the Committee's activities support the strategic and operational objectives of EEUK.

3. Key Responsibilities

In support of its purpose the Committee will:

- a. Establish, promote and operate a nomination, review, appointment and (where appropriate) election process upon a voluntary role arising within EEUK and ensure maximum participation in the process by Members and Associates.
- b. Respond to requests for further information regarding nominations, appointments and elections.
- c. Design, employ and keep under review a policy on and approach to promoting equality, diversity and inclusion within EEUK and ensure that EEUK opportunities are accessible to underrepresented groups.
- d. Make recommendations to the Board in respect of actions to ensure that the Board, the Advisory Council and Committees are representative of the membership.
- e. Ensure that all voluntary role holders receive appropriate induction and training as prescribed by the Board from time-to-time.
- f. Produce an annual activity plan for consideration and approval by the Board.

4. Constitution

- a. The Chair of the Committee will normally be the EEUK Vice President.



- b. Where permitted, other appointments will be based on nominations from the EEUK membership and can include nominees from other EEUK committees and groups, excluding the Executive Committee.
- c. The Vice Chair of the Committee will be elected from and by the membership of the Committee.
- d. The Secretary of the Committee will be elected from and by the membership of the Committee.
- e. Any member of the committee submitting a nomination for another voluntary EEUK role to which the Committee's processes apply, must stand down from the Committee until the conclusion of the appointment or election process.

5. Membership

The membership of the committee shall comprise:

- a. The EEUK Vice President (Chair)
- b. Two EEUK Directors elected by the Board, who shall not be members of the Executive Committee and will serve until the expiry of their directorship.
- c. Up to four other ordinary members who shall be EEUK Associates nominated by the membership and appointed by the Board following the recommendation of the Committee. Ordinary members will serve for three years.
- d. The EEUK Head of Membership and Operations will attend but not vote.

6. List of Groups and Working Parties that report to the Committee

Short-term working parties formed around specific tasks, topics or campaigns of the Committee.

7. Approval and Review

These Terms of Reference shall be approved annually by the Board of Directors.