

Nominations Committee Terms of Reference

Committee	Nominations Committee
Convenor	Appointed by General Assembly
Ex Officio Members	One member of the General Secretariat (who will act as deputy convenor)
General Assembly Appointed Members	4 further members:- <ul style="list-style-type: none"> • HR specialist member of the Resources Committee • One person with Equality Diversity and Inclusion specialism • One person from Racial Justice Advocates Network/GIM (will also serve as a nominations champion) • A representative from URC Youth (will also serve as a nominations champion)
Meeting Support	Will be provided by a member of the Church House team.
Meeting Frequency	3 online meetings per annum (dates and times suitable for the membership of committee).
Delegation	The recruitment and oversight of external representation may be delegated to the relevant Assembly Committee and the Committee will work to an agreed scheme of delegation for these roles.
Accountability & Reporting Duties	Nominations Committee will report annually to general Assembly and will refer any urgent, midyear nominations to Business Committee.

Responsibilities

Nominations Committee will: -

1. Ensure that all nominations to serve the ongoing work of the General Assembly will be made in accordance with Safer Recruitment principles.
2. Adopt and keep up to date processes for Nominations, including proformas for application forms, guidance for interviews, and other resources necessary to facilitate the nominations process.

3. Receive from Committees (on behalf of themselves, or subcommittees, groups, panels, boards, or representatives to outside bodies that are accountable to them), and external bodies Role Descriptions and Person Specifications, and to disseminate these widely through a variety of communications approaches and through Nominations Champions, seeking nominations and applications.
4. Receive from Committees, Groups, Boards, and external bodies names of people who have applied, been interviewed, and received appropriate references. To check that appropriate process has been followed, that appointments would recognise appropriate diversity, and when approved, forward names to General Assembly or Assembly Executive to confirm appointment. Committees are responsible for interviewing for any subcommittees or boards/panels that are accountable to them, or representatives to bodies that report to them.
5. Maintain a list of those available to serve on recruitment processes for General Assembly ministerial or staff appointments and to forward to the General Assembly or the Assembly Executive the names of those appointed or nominated for appointment.
6. Support, enable and where necessary meet with Nominations Advocates to effectively disseminate opportunities for service within their networks.

External bodies requesting representation from the United Reformed Church as set out in their governing documents will be responsible for role descriptions, and (where appropriate and possible) interviewing, the Nominations Committee will collect references.

The Nomination Committee will be supported by Nominations Champions. It is noted that General Assembly in June 23 instructed each Synod, URC Youth, and the Racial Justice Advocates Network (working with the Secretary for Global and Intercultural Ministries) to each appoint a 'Nominations Champion' to be responsible for assisting with the dissemination of opportunities for service within their respective networks. The Synod Champions are envisaged as part of existing role and Synods may ask Synod Clerks to continue to be the person who promotes the opportunities for service in the wider denomination and collates the pool of available volunteers with appropriate gifts.

Risk Management

The Committee will review the Risk Register as it relates to its key responsibilities, at least once per year but will add additional risks as and when they arise.

Conducting Business

Additional meetings can be scheduled, with reasonable notice, if business requires it.

Decisions can be taken via email if necessary. Such decisions will be recorded and noted at the next meeting with updates on progress as needed.