



---

# TTV Nominations Committee Charter

---

This Policy is enacted pursuant to Rule 32 of the TTV Constitution.

Effective: as at 17 June 2021]

## Chapter 1 – PURPOSE OF CHARTER

1. The purpose of this Charter is to document the objectives, responsibilities, composition and administration of the TTV Nominations Committee (“Committee”).

## Chapter 2 – OBJECTIVES OF THE COMMITTEE

2. The objectives of the Committee are to perform the functions as set out in chapter 3 of this Charter and fulfil the duties as set out in chapter 4 of this Charter.

## Chapter 3 – FUNCTIONS OF THE COMMITTEE

3. The functions of the Committee are set out as follows:

### 3.1 TTV Board Composition and Performance

- (a) annually review the skills and knowledge mix of the TTV Board and highlight any key skills/knowledge gaps on the TTV Board.
- (b) prescribe the administrative process to be followed in order to fill any Director positions as vacancies arise.
- (c) review, assess and make recommendations to the TTV Board regarding a candidate's suitability for all Director positions on the TTV Board, taking into consideration the skills, knowledge and experience of a candidate compared to the current and future needs of TTV and the TTV Board.
- (d) make recommendations to the TTV Board regarding an annual Board performance evaluation process. This process should include an annual self-evaluation component and an external evaluation at least every three years.

### 3.2 TTV Organizational Performance

- (a) ensure that the TTV Board undertakes an annual review and assessment of the performance and composition of this Committee and all other TTV Committees.

## Chapter 4 – COMPOSITION, MEETINGS AND REVIEWS

4. The duties of the Committee are set out as follows:

### 4.1 Membership and attendance at meetings

4.1.1 The Committee will comprise of three members, as follows:

- (a) the Committee must contain at least two TTV Board Members including the TTV Chair who shall be the Committee Chairperson; and
- (b) may include at least one person who is independent from any table tennis Board or management role (i.e. do not hold any paid or voluntary position on any table tennis body at a club/association, State/Territory Association, national and/or international level.

(NOTE: a TTV Board Member who is due to be considered for re-election/re-appointment within the next 6 months is ineligible to be a member of the Committee

4.1.2 All appointments to the Committee (including the Chairperson) shall be approved or otherwise by the TTV Board.

4.1.3 All Committee members are required to be present to form a quorum. However, the Committee may invite other people to attend Committee meetings as observers or presenters. The TTV CEO may attend Committee meetings and participate in discussion at the invitation of the Committee Chair, but not vote.

4.1.4 Appointment to the Committee shall be for up to 1 year, or as determined by the TTV Board.

4.1.5 The TTV Board may remove any member from the Committee at any time with or without cause.

## **4.2 Meetings**

4.2.1 Meetings are to be held as deemed necessary by the Committee in order to fulfil the functions as set out in Chapter 3 of this Charter.

4.2.2 Meetings may be held in person, by telephone or by video conference.

4.2.4 The Committee Chairperson shall not have a second or casting vote.

## **4.3 Authority**

4.3.1 The Committee is an official committee of the TTV Board.

4.3.2 The TTV Board delegates authority to the Committee within the scope of its responsibilities to:

- (a) seek any information it requires from any TTV employee or external party;
- (b) obtain outside legal or other independent professional advice, with prior approval by the TTV Board and in accordance with relevant TTV financial policies; and
- (c) request the assistance of any external party with relevant experience and expertise.

4.3.3 The Committee may not accrue expenses without prior written approval of the TTV CEO and any expenditure must be in accordance with relevant TTV financial policies.

## **4.4 Sub-delegation**

4.4.1 The Committee has no power to sub-delegate some or all of its objectives and functions to any other Committee or individual without prior written approval of the TTV Board.

## **4.5 Board reporting**

4.5.1 The Committee shall keep minutes of its meetings and shall circulate those minutes to the TTV Board in time for the next scheduled TTV Board meeting.

4.5.2 The TTV Board may request that the Committee present at TTV Board meetings as required.

#### **4.6 Review of Charter and composition**

- 4.6.1 The Committee is to review the provisions of this Charter and recommend any changes to the TTV Board on an annual basis.