

Nominations Committee Independent Chair Position Description

Basketball ACT is recognised by Basketball Australia and the ACT Government as the governing body for the sport of basketball in the ACT, and conducts competitions, development and performance programs throughout the region.

Basketball ACT has approximately 10,000 registered participants each year, ranging from 5 to 70 years of age and involved in competitions, introductory and development programs. With over 700 teams, Basketball ACT is one of the largest basketball associations in Australia and has over two hundred referees and officials.

Basketball ACT is a community, member based, organisation and works closely with school and community clubs in the delivery of basketball.

The Nominations Committee appointed by the Board of Basketball ACT assists the Board in fulfilling its oversight responsibilities relating to:

- the selection of individuals to stand for election as directors at meetings of members; and
- the selection of individuals to be appointed to the Board as Appointed Directors or under a casual vacancy.

The Committee provides assurance that the Board has appropriate composition, size and commitment to discharge its responsibilities and duties. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board. Basketball ACT is seeking Expressions of Interest for the role of Independent Chair of the Nominations Committee.

Nominations Committee Independent Chair	
Position reports to	Basketball ACT Board
Key Relationship	Basketball ACT management representative/Board representative
Term of appointment	The Independent Chair may be appointed for a minimum of 12 months by the Basketball ACT Board.
Remuneration	The role is voluntary, however any expenses associated with the activities of the Independent Chair to attend meetings (travel and accommodation if required) will be met by Basketball ACT.

<p>Core Purpose</p>	<p>The Independent Chair is responsible for leadership of the Nominations Committee, including:</p> <ul style="list-style-type: none"> • Facilitating proper information flow to the Basketball ACT Board • Approaching potential candidates, once identified, to explore their interest in joining the Basketball ACT Board • Facilitating the effective functioning of the Nominations Committee, including managing the conduct, frequency and length of committee meetings • Communicating the views of the Nominations Committee, in conjunction with the [Basketball ACT Board to Basketball ACT] Members <p>To be considered Independent, the Chair must be free, in the opinion of Basketball ACT Board, of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect their capacity to bring an independent judgment to bear on issues before the Nominations Committee.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Develop a board skills matrix setting out the mix of skills, expertise, experience, diversity and personal attributes that the Basketball ACT Board should look to achieve in its membership • Develop a process to undertake a call for nominations that ensures nominees are made aware of the identified skill sets required to contribute to the Board as per the matrix • Receive and review all nominations for all Board Director positions • Organise communication with all nominees for Board Director positions, set up and conduct interviews as appropriate • Assess nominees against the Basketball ACT skill priorities and requirements (including culture fit) and undertake reference checks • Finalise its recommendations and inform the relevant stakeholders • Ensure succession planning for the Board to maintain appropriate skill and diversity mix of the Basketball ACT Board whilst minimising business disruption

<p>Skills & Attributes</p>	<p>Governance knowledge</p> <ul style="list-style-type: none"> • The ability to facilitate best practice governance processes • An understanding of the skills, knowledge, experience, attributes and diversity required for a highly functioning board • Strong demonstrated working experience and competencies leading a Nominations Committee or other Board sub-committees <p>Industry experience</p> <ul style="list-style-type: none"> • Knowledge of basketball or other sporting organisations and/or not for profit member-based organisations <p>Leadership</p> <ul style="list-style-type: none"> • The ability to inform and brief stakeholders on matters and lead constructive and timely discussion and debate, drawing on the expertise of the Nominations Committee <p>People skills</p> <ul style="list-style-type: none"> • Experience in motivating, managing and dealing with people
<p>Desired Personal Attributes</p>	<p>Integrity - Meeting fiduciary duties and responsibilities, acting ethically, having appropriate independence, putting [Insert organisation]’s interests before personal interests</p> <p>Collaborative leader – The ability to inspire the individual contribution and participation of each committee member</p> <p>Effective communicator – The ability to engage and effectively communicate with relevant stakeholders</p> <p>Emotional intelligence – As well as self-awareness and self-management, the Chair needs to be able to motivate and empathetically manage robust discussions</p> <p>Engaged commitment – A willing participant with a genuine interest in Basketball ACT and its members</p> <p>Commitment - The Nominations Committee will meet as often as necessary to undertake its role effectively but must meet at least two times each year. A more intensive time commitment is likely to be required during the period of [Insert organisation name]’s Board election process and Annual General Meeting.</p>