

TERMS OF REFERENCE FOR APPOINTMENTS AND SELECTION COMMITTEE

1. Status

The Appointments and Selection Committee is a committee of Council, set up to assist the Council with the appointments and selection processes for which it is responsible.

2. Responsibilities

The committee makes recommendations to Council on suitable candidates for

- President
- President-Elect
- Vice- President
- Honorary Treasurer
- Honorary Secretary
- Chairs of the Standing Committees of the Board of Trustees
- Independent members of the Board of Trustees

Eligibility for these posts is set out in the Institute's By-laws and in individual job descriptions for key posts

3. Tasks

- Oversee implementation plans and timetables, with support from the Secretariat, for the selection processes for:
 - Corporate member candidates for the Board of Trustees, including President, President-Elect, Vice-President, Honorary Treasurer, Honorary Secretary and independent members, whether corporate or external
 - Chairs of the standing committees
- Work with Members of the Board to identify the particular skills, knowledge, experience and characteristics needed and review person specifications and / or job descriptions accordingly.
- Ensure that corporate candidates for the Board and committee chairs are nominated by three corporate members, in accordance with the Institute's by-laws, and provide appropriate statements in support of their candidacy.
- To oversee the Institute's communications with prospective candidates (including external independent candidates for Board membership), scrutinise their suitability against the criteria for the skills, knowledge, experience and characteristics required, and conduct interviews of candidates where required
- Liaise with the Secretariat, as necessary, on election arrangements, on necessary succession planning and on how best to encourage applications from suitable candidates

- Make recommendations to Council for decisions on appointments where the outcome is not already clear from the results of an election process
- Arrange for the Institute to inform the successful and unsuccessful candidates and offer feedback

4. Council Appointments of Standing Committee Chairs

- All Committee chairs shall be elected by Council, subject only to vetting of nominated candidates by the Appointments and Selections Committee.
- Eligible members who are not currently serving on the committee may put themselves forward as candidates for the position of Chair of one of the Standing Committees.
- The Appointments and Selections Committee shall notify Council of a forthcoming vacancy and Council members may encourage suitable candidates to present themselves.
- The Committee shall consider all candidates and report to Council accordingly. It may, if it wishes, make a recommendation to Council regarding suitability for appointment. Council members may take account of this as they deem appropriate.

5. Council appointments of 'Four Other Trustees' under byelaw 16.4

- The Board shall make recommendations as to the skills deficits that need to be filled
- The Appointments & Selections Committee will, with appropriate Secretariat support, advertise for prospective candidates, who may or may not be LI members
- The Appointments and Selections Committee will, with appropriate Secretariat support, consider applications, interview prospective candidates and take up references as appropriate.
- Following the selection procedures, the Appointments and Selection Committee will report to Council with a recommendation on the appointment of a selected candidate as a Trustee and Council will vote on this recommendation.¹
- The Appointments and Selection Committee may exclude candidates that are deemed unsuitable (with a recorded justification for this decision).

6. Membership of the Appointments and Selection Committee

The committee is appointed by the Council in accordance with Regulation 11.6 and consists of up to six members of Council, at least one of whom shall be a Fellow of the Institute, and none of whom should be Members of the Board.

- The Chair of the Committee shall be appointed by Council.
- The quorum is three members.
- Members of the Committee will be appointed for a term of office to be decided by the Council, consistent with their membership of the Council.

¹ To expedite the decision process, the report and the Council vote will normally be conducted via electronic communications. The appointment will be confirmed when a majority of Council members have voted to agree the report's recommendation. Details, including names, of unsuccessful candidates may be excluded from the report to Council for reasons of the candidates' personal confidentiality.

7. Meetings

The committee will communicate and agree to meet as appropriate during the selection and election period.

Decisions will normally be taken on the basis of consensus, and otherwise on the basis of a simple majority of members present and voting at a duly convened meeting, which may include electronic communications. The Chair of the Committee may cast a second or casting vote only if there is a tied vote.

8. Accountability

The actions of the Committee are directly attributable to the Landscape Institute. Therefore all members of the Appointments and Selection Committee have a general duty to act in the best interests of the Landscape Institute and to adopt the standards for Committee members and trustees, which are based on the principles of the Nolan Committee.

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