

Welsh Athletics Ltd

Appointments Panel

Terms of Reference

The Appointments Panel of Welsh Athletics Ltd will oversee the recruitment and appointments of the following roles:

- Chair of Welsh Athletics
- Non-Executive Directors of Welsh Athletics
- Secretary to the Board of Directors

Objectives

To be empowered by the Board of Directors of Welsh Athletics to oversee the recruitment and appointment process for all new Directors of the company. The panel will aim to ensure that all appointments are made based on the strength of the candidates to fulfil the designated remit stipulated by the Board of Directors. The recruitment process will be open and transparent, and in line with the current Welsh Athletics recruitment policy. The Appointments Panel reserves the right to engage with a recruitment agency to support the process as appropriate.

1. Membership

1.1 Appointment of Chair of Welsh Athletics

The Appointments Panel to oversee the recruitment and appointment of the Chair shall be as follows:

- Two Non-Executive Directors of Welsh Athletics, one of whom shall act as Chair of the panel for the appointment. One of the Non-Executive Directors shall be the Chair of the General Council
- The Chief Executive Officer of Welsh Athletics, who shall attend in a non-voting capacity
- An independent member

The Chair of the panel shall be responsible for reporting the recommendations back to the Board.

1.2 Appointment of Non- Executive Director of Welsh Athletics

The Appointments Panel to oversee the recruitment and appointment of the Non-Executive Director role shall come from the following;

- The Chair of Welsh Athletics, who will act as Chair of the panel for the appointment
- Up to two current Non Executive Directors of Welsh Athletics. One of the Non-Executive Directors shall be the Chair of General Council
- The Chief Executive Officer of Welsh Athletics
- An independent member with specific skills/experience, whom the Panel may co-opt, to advise as appropriate

- The Chair of the panel will be responsible for reporting the recommendation to the Board.

1.3 Appointment of Secretary to the Board of Directors

The main purpose of the role of Secretary to the Board of Directors is to provide support to the functionality of the Board. The role does not carry a vote and the Secretary is not a Director of the organisation.

The Appointment Panel for this post will be the Chair of Welsh Athletics and Chief Executive Officer. Either member may nominate a suitable deputy to replace them as part of the panel.

2. Duties of the Appointments Panel

- 2.1 To make nominations for the designated roles
- 2.2 To oversee the recruitment process, including shortlisting and liaising with relevant staff throughout
- 2.3 To act in accordance with the Articles of Association of the Company
- 2.4 To carry out any other duties delegated by the Board as appropriate

Should the Board reject the recommended candidate of the panel, then the Board may request that a new panel be convened to repeat the process.

Date approved by the Board – Oct 2018