

Nominations & Appointments Committee Member

The non-executive member of the Nominations & Appointments Committee (NomCom) is appointed on behalf of the Trustees of the College, through the creation of an interview and selection panel for the process.

The role involves two key elements:-

- Attending and participating in meetings of the NomCom. These are held during the working day, are held only when needed, and the Committee usually gets 2 – 3 weeks notice of a meeting. Meetings rarely last longer than 1 hour there is usually a paper or two but total preparation is unlikely to be more than the length of the meeting.
- Occasionally sitting on selection panels. These are identified and volunteers are asked for – the panel then decides its own timetable. These meetings are held in the day and usually comprise pre-work to prepare for shortlisting (typically 2 – 3 hours work over a week on your own timetable), a 1 hour shortlisting meeting, then a half day or day of interviews.

The minimum time requirement is 2 hours per quarter for the NomCom meeting. Ideally candidates will be able to sit on one or two selection panels a year as well.

Key Responsibilities

This voluntary role includes the following key responsibilities:

1. Contribute to the work programme of the NomCom.
2. To participate and contribute in the meetings of the NomCom.
3. To contribute to projects and Trustee, Committee or other role recruitments that the NomCom is delivering.
4. Provide support to NomCom members to ensure their contribution is relevant and effective.
5. Undertake other duties consistent with the role of a NomCom Non-Executive Member.

Personal Attributes

1. Significant experience running candidate selection processes. This includes drawing up job descriptions and person specifications, shortlisting, interviewing and final selection. The College selects by panel interview so experience of selection panels is an advantage though not a requirement.

2. Able to make time during the working day for meetings on an occasional and irregular basis. (Typically 4 times a year for 60 – 90 minutes). It would be an advantage, though not a requirement, to be able to sit on a selection panel once or twice a year.
3. Experience of working as a member of a board or committee, demonstrating an ability to work with others and reach a consensus, to clearly put one's own point of view and to listen to and respect the views of others.
4. Able to apply the principles of equity to the work of the NomCom, to understand and have experience of "selection through an open process based on merit" and to be aware of how unconscious (and conscious) bias can be mitigated.
5. Willingness to work within the Terms of Reference for the Nom Com, to apply the Nolan Principles to your work, and at all times to put the best interests of the Royal College at the heart of decisions.