



Nominations Panel Terms of Reference

Aim

The Panel has been established by the Board of British Eventing (BE) to lead an open and inclusive process seeking to identify and recommend appointment of a person to take on the role of BE non-executive director and Chair.

Objectives

The Panel will be responsible for leading the process of recruiting, identifying, assessing appointability and nominating one or more candidates to fill the position of appointed Board member and Chair, seeking to ensure that the successful candidate fulfils the key criteria for the role as determined by the Panel in consultation with BE stakeholders, BE members and BE directors; and to facilitate the Board's appointment of the Chair effective February 1, 2022. Specifically, the Panel will:

- Prepare a description of the role, capabilities and objective criteria required for the role
- Manage an open and inclusive recruitment process, arranging for publication of the role by, among others, BE, BEF, UK Sport, the Event Horse Owners Association (EHOA), the British Event Organisers Association (BEOA), the Event Riders Association (ERA), and encouraging applications from within the Panel members' organisations and networks
- Consider candidates from a wide range of backgrounds, on merit and against the objective criteria and with due regard for the benefits of diversity on the Board, taking care that the appointee has enough time available to devote to the position.
- review all applications and decide on a "long list" of suitable candidates for interview by the Panel
- following interviews, decide on the preferred candidate(s) and recommend for interview by the BE Board
- Assist the BE Board in its determination of the candidate for appointment as a non-executive director and Chair

Status and Composition

The Panel will report to the Board and unless otherwise agreed will manage the process in accordance with the attached timeline of tasks.

The membership will be as follows:

- Terry Miller (Chair)
- Helen West, BE CEO
- Linda Allan, Chair of EHOA
- Rachael Faulkner, Chair of BEOA
- Bruce Haskell, Chair of ERA

The Panel will have administrative support from Alex Bright as the contact person for receipt of applications and for assistance with publication, etc.

Frequency of Meetings

At the discretion of the Chair, expected to include two or three formal meetings in person or by Teams and ad hoc calls/email circulation of materials between meetings to advance the Panel's work.

Reporting

The Panel will maintain summary notes of its activities, with due regard for confidentiality and compliance with applicable data protection requirements, for circulation only within the Panel. The Panel may decide to publish brief interim status reports to inform the membership of its work as it progresses, and it will report to the Board at formal Board meetings or more frequently as requested by or agreed by the Board.

Quorum and Voting

The Panel will act by consensus. Where formal decisions are required, they will be taken by majority vote of its members in attendance simultaneously at a meeting (either by telephone, video or in person) where at least 3 members are present including the Chair and the CEO.

Remuneration

The Panel serves as a volunteer body. Those members who are existing BE employees or Board members are expected to fulfil their roles on the Panel within the terms of their existing contracts.

Principles

The following principles will be applied by the Committee in carrying out its work:

- All work will be conducted in an open and inclusive way so far as possible bearing in mind appropriate privacy and data protection requirements
- The Panel shall be given access to whatever information held by BE that the Panel reasonably requires to enable it to fulfil its responsibilities
- The Panel is entitled to seek information and views informally from any person they feel appropriate to ensure the best possible recommendations to the BE Board
- The Panel shall not be permitted to commit BE to any contractual arrangements or to any spend, or to otherwise formally engage the services of any person, other than pursuant to delegated authority from the Board
- The Panel will manage information appropriately and carefully for purposes of delivering on its aim and objectives and will not disclose information to anyone other than BE staff, the BE Board, BE members and key stakeholders, including the BEF
- The Panel will be temporary in nature and will stand down once its task is completed