**Call for Expressions of Interest (EoI)**

**Independent Chair**

**[insert organisation name] Nominations Committee**

**Background**
[INSERT ORGANISATION NAME] is the governing body responsible for providing the community with the opportunity to play [INSERT SPORT] from junior levels through to elite competition.

[INSERT ORGANISATION NAME] 20XX-20XX Strategic Plan is the key instrument driving the direction for [INSERT SPORT] in this country.

To support the execution of key strategic priorities, [INSERT ORGANISATION NAME] is committed to securing and maintaining a balanced, skilled and diverse Board to represent the Members, the [INSERT SPORT] community and their interests.

**About the Nominations Committee**
[INSERT ORGANISATION NAME] operates a Nominations Committee which is a formal sub-committee of the Board with the purpose to ensure that there is a robust approach to Board governance matters, identify and assess candidates to fill Director vacancies (full details in the Terms of Reference/Charter) and manage aspects of the election/recruitment process.

**The role of the Chair**

The [Independent Chair](https://www.clearinghouseforsport.gov.au/__data/assets/word_doc/0006/1097880/NomCo-Independent-Chair-PD-Template.docx) is responsible for leadership of the Nominations Committee, including:

* Facilitating proper information flow to the Board and the effective functioning of the Nominations Committee, including managing the conduct, frequency and length of committee meetings
* Developing systems that records/tracks board skills, expertise, experience, diversity and personal attributes, and end to end processes from call for nominations to appointment (including communication to stakeholders)

To be considered independent, the Chair must be free, in the opinion of the 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.

**How to Apply**

Persons interested in the role are invited to complete:

1. [Nominee EoI Form](https://www.clearinghouseforsport.gov.au/__data/assets/word_doc/0011/1097876/NomCo-Chair-EoI-Form-Template.docx)
2. Nominee Cover Letter (max one page) and CV

Please submit your documentation to [INSERT NAME, EMAIL, ETC]

**Applications close** – [INSERT time, day, date]

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