**ROLE DESCRIPTION**

**Role: Independent member of the Council Nominations Committee**

We have a vacancy arising for an independent member to work with the Council Nominations Committee effective from September. The appointment will be for an initial period of 3 years with a further term of 3 years being available after the first term, subject to agreement of all parties. This is a completely open process as we seek to increase the diversity of all of our committees.

The Council Nominations Committee (the “Committee”) is a committee of the RFU Council, responsible for making recommendations for the appointment of Council Elected Directors, the Presidential Team, members of committees and subcommittees and other roles. The Committee is made up of 5 Council members, plus one independent member.

The role will suit someone with a HR background or someone who has been involved in the nominations process in other organisations. Further details are contained within the Person Specification attached.

The Committee meets several times throughout the season with the absolute No of meetings being dictated by what roles require appointments and how many applicants there are for any certain role. The meetings will be a mixture of face to face, especially where interviews for senior roles are required, and online. The independent member will be required to commit to a minimum of 10 meetings during the season.

This is a voluntary role for which the successful applicant will be paid expenses as incurred and also invited with one other guest to one England match per season, including hospitality.

Applications should be forwarded to Councilservices@rfu.com consisting of your CV together with an email explaining why you wish to undertake the role and what qualities and experience you will bring to the Committee. The closing date for applications is Friday 27 August with interviews to be undertaken shortly thereafter.

**Nature and Scope:**

The Council Nominations Committee (the “Committee”) is a committee of the RFU Council, responsible for making recommendations for the appointment of Council Elected Directors, the Presidential Team, members of committees and subcommittees and other roles.

The Committee is made up of Council members, plus one independent member.

**Responsibilities:**

1. To work with other members of the Committee to deliver its Terms of Reference.
2. To build and develop relationships with key stakeholders (whether members of the RFU Council, RFU Executive Staff members or other volunteers) who will assist with the work of the Committee.
3. To bring diversity of thought, and an outside perspective to the work of the Committee, and act as a robust check and challenge to existing ways of working.

**Person Specification:**

**Qualifications and Experience**

The successful candidate will have a blend of the following qualifications and experience, likely with some areas stronger than others:

* Experience of nominations committees in other organisations, and/or experience of recruitment to a range of roles, including at a senior level.
* An understanding of best practice in nominations processes, including skills matrices and inteviews.
* An understanding of the operation of sports bodies.
* Experience of meetings involving a range of stakeholders, including volunteers.

**Skills and Personal Attributes**

Strong influencing and persuasion skills, including the ability to persuade stakeholders to understand and accept a view which may not accord with their existing views and experience.

* The ability to present to a range of different stakeholders, including to the RFU Council.
* Committed, loyal and highly trustworthy and someone who demonstrates the values of the RFU.
* Confidence to offer opinion in a clear, constructive and respectful way and to question respectfully and listen to fellow volunteers and staff members.
* Integrity, good judgment and independence of mind.

**APPENDIX A: TERMS OF REFERENCE OF THE COUNCIL NOMINATIONS COMMITTEE**

1. **Purpose of Nominations Committee**
	1. The Council Nominations Committee (the “Committee”) is a standing committee of the RFU, reporting to the Council. Its existence is provided for in the RFU Rules.
	2. The role of the Committee is to ensure that the RFU makes best use of its volunteer resource and to ensure that positions are filled efficiently based on a transparent process focusing on relevant skills and experience.
2. **Composition**
	1. Membership
		1. The Committee shall be comprised of:
			1. five members of the Council, preferably at least one of whom shall have held a position on the Board of Directors within the last three years before the date of their appointment to the Committee; and
			2. one independent member (who is neither a member of the Council nor the Board of Directors).
		2. Committee Members shall be appointed by the Council upon the recommendation of the Committee, provided that Committee Members shall not take part in deliberations as to appointments to the Committee when their term expires and they have applied for reappointment.
		3. The Committee may co-opt up to two additional members (who may be, but need not be, independent) with the approval of the Council if the skills and experience of those individuals are necessary for the Committee to fulfil its function.
		4. The Committee shall elect its own chair from among its members (including co-opted members).
	2. Terms and Term Limits
		1. Committee Members shall be appointed by the Council for terms of three years with the following exceptions:
			1. Committee Members may be elected for shorter terms to assist with the staggering of the expiry of Committee members’ terms; and
			2. co-opted members may be appointed for shorter terms.
		2. Committee Members may serve for a maximum of six years in aggregate on the Committee.
	3. Ability to apply for other roles
		1. A serving Committee Member may apply to serve in any position during their tenure on the Committee including:
			1. a Major Office;
			2. a Senior Office;
			3. a position on the Board of Directors; or
			4. Vice-Presidents
		2. Any Committee member applying for any of the roles mentioned in 2.3a above shall play no part whatsoever in any discussion, debate or decision-making process regarding the role applied for.
		3. In the event of a Committee member applying for any of the roles mentioned in 2.3a above, a member of Council or Board Nominations Committee will be appointed by Council to replace that member for the sole purpose of deciding the ultimate nomination, whether that be to Council or Board Nominations Committee, in relation to that role;
		4. Committee Members may serve as members of standing committees, chairs or members of subcommittees and working groups.
	4. Quorum
		1. The quorum for Committee meetings is 50% of its members.
		2. For Committee meetings at which recommendations to Council are decided, at least four members should be present wherever practically possible.
		3. For the purposes of these Terms of Reference and the RFU Rules, an independent member of the Committee shall be deemed independent even if that individual is paid a service fee or receives other benefits (such as a ticket allocation) for their role as an independent member.
		4. The quorum for interviews undertaken by the Committee, or for informal discussions with stakeholders shall be as decided by the Committee.
3. **Process**
	1. Appointments made by the Council
		1. The Committee shall make nominations to the Council for the roles set out in Appendix 1.
		2. The Committee shall put in place, and operate according to, a transparent and accountable process to make nominations. This process shall include:
			1. a declaration by any member who has a conflict of interest at the start of each meeting or discussion whether that be verbally or by electronic means;
			2. formulating job descriptions and person specifications for the following roles:
		3. President; Vice-Presidents; Council Elected Directors; and such other roles as the Committee believes are required.
			1. presenting to the Council which vacancies arise, together with job descriptions and person specifications where these are required in good time each season for individuals to apply for such vacancies;
			2. interviewing suitable applicants;
			3. reviewing any assessments made by chairs of standing committees and subcommittees of the performance/contribution of Council Members who serve on those committees; and
			4. reporting to the Council nominating individuals it considers suitable for appointment to roles for which it has responsibility and providing rationale for the same.
		4. For clarity, unless the Committee believes otherwise, job descriptions, person specifications and individual interviews shall not be required for roles on subcommittees and working groups.
		5. In the event that the Council does not appoint an individual recommended by the Committee, the Committee shall begin its process again and present an alternative individual or individuals for appointment.
		6. The Committee shall keep under review and update its processes in light of appropriate best practice taken from sporting and non-sporting organisations.
		7. The Committee shall work with the professional staff of the RFU to ensure that the Committee is given appropriate support to fulfil its duties.
	2. Appointments made by the Board of Directors
		1. The Committee shall meet with the Board Nominations Committee twice per season to discuss:
			1. aspirations of Council Members;
			2. succession planning for appointments made by the Council and the Board of Directors; and
			3. the skills and experience required for appointments made by the Board of Directors.
		2. The Committee and/or the Board Nominations Committee may nominate delegations of those bodies to attend these meetings on their behalf.
		3. The Committee shall make recommendations for such roles as the Board of Directors may request, provided that it acknowledges that this shall not affect the Board of Directors’ power to make appointments for such roles notwithstanding any such recommendations.
		4. Each year the Committee shall include in at least one report to the Council details of how it has worked with the Board Nominations Committee.
4. **Succession planning**
	1. The Committee shall provide and keep updated for the consideration by future Committees a succession plan for roles for which the Council makes appointments.
	2. As required by the Board of Directors, the Committee shall assist the Board of Directors in any succession planning for appointments made by the Board of Directors.
	3. When making nominations, the Committee shall take into account:
		1. succession planning needs of the RFU;
		2. the need for staggered terms and refreshing of committees and other bodies where appropriate; and
		3. the need to develop the skills and experience of Council Members who may in the future take on significant roles within the RFU.
5. **Other responsibilities**
	1. When required by the Council, the Committee shall review the role of the Council member.
	2. When required by the Council, the Committee shall review the requirements for Distinguished Membership.
	3. The Committee shall recommend to the June Council meeting those eligible and thought worthy of Distinguished Membership.
	4. The Committee shall make recommendations to the Council on the process by which volunteer resource is identified, developed and promoted.
	5. When directed by the Council, consider any other matters relating to the work of the Committee.
	6. In collaboration with the President and any other relevant stakeholders, identify and support Council Members’ training requirements.

*Approved by Council: 24 April 2020*

**Appendix 1**

**Roles for which the Council Nominations Committee makes nominations**

1. President
2. Senior Vice-President
3. Junior Vice-President
4. Past President on Council
5. Council Members on the Governance Standing Committee (other than the chair)
6. Council Members on the Community Game Board (other than the chair)
7. Council Elected Directors
8. National Members on Council x 2
9. Co-opted members of Council
10. Council Members on subcommittees of Governance Standing Committee
11. Council Members on subcommittees of the Community Game Board
12. Council Members on the Ticket Sanctioning Committee
13. Council Members on the International Rugby Ticket Subcommittee
14. RFU Representative on ERFSU (if required)
15. RFU Representative on Students RFU (if required)
16. RFU Representative on RFRU(if required)
17. RFU Representative on England Colleges RFU (if required)
18. Members of the Council Nominations Committee
19. Women’s and Girls’ Representative on Council (if required by the Board of Directors)
20. Distinguished Members

**Appendix 2**

**Major and Senior Offices**

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| **Major Offices** | **Senior Offices** |
| 1. President
2. Chair of the Board
3. Chair of the PGB
4. Chair of the CGB
5. Chair of Governance
6. Chair of the Council Nominations Committee
 | 1. World Rugby Representative
2. 6 Nations Representative
3. Rugby Europe Representative
4. EPCR Representative
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