



ASAPD

Nominations

Committee

Charter

Policy version and revision information

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1. Charter

- 1.1. The Nominations Committee ('**Committee**') is a committee of the Australian Sporting Alliance for People with a Disability ('**Board**').
- 1.2. This charter is the written charter of the Committee and sets out the roles and responsibilities, composition and operation of the Committee ("**Charter**")

2. Purpose and Authority

- 2.1. The purpose of the Committee is to:
 - assist the Board in relation to remuneration matters and senior executive succession (including for the Chief Executive Officer); and
 - identify candidates to fill Director vacancies (including casual vacancies) and assess all nominees for Director vacancies including the power, in accordance with the Constitution, to determine that a nomination is unsuitable for further consideration by the organisation.

3. Role of the Committee

- 3.1. The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this Charter to:
 - manage the process to identify, nominate and select Director candidates and recommend preferred nominees for appointment or election to the Board;
 - ensure that the people policies and remuneration policies are reasonable and fair and have an adequate focus on athlete welfare and wellbeing; and
 - perform other such functions as the Board may from time to time assign to the Committee.

4. Responsibilities of the Committee

In assisting the Board in fulfilling its responsibilities, the duties of the Committee shall be to:

4.1 Board Nominees and Succession

- assess nominees against the Australian Sporting Alliance for People with a Disability (ASAPD) skill priorities and requirements outlined in Attachment A and undertake reference checking as required.
- develop a board skills matrix setting out the mix of skills, expertise, experience, diversity and personal attributes that the Board should look to achieve in its membership.
- develop a process to undertake a call for nominations that ensures nominees are made aware of the identified skill sets required to contribute to the Board as per the matrix.
- receive and review all nominations for all Board Director positions.
- organise communication with all nominees for Board Director positions, set up and conduct interviews as appropriate.
- finalise its recommendations and inform the relevant stakeholders.
- as required, ensure that a process is undertaken to evaluate and analyse the skills, expertise, experience, diversity and independence of the Directors of the Board of ASAPD and make recommendations to the Board regarding appointments, retirements and terms of office.
- ensure succession planning for the Board to maintain appropriate skill and diversity mix of the Board whilst minimising business disruption.
- develop and oversee a robust and effective process to assess and review Director's inductions, performance and development.

4.1. People Policies and Remuneration

- Ensure that the people policies and remuneration policies are reasonable and fair and have an adequate focus on athlete welfare and wellbeing.

5. Membership

- 5.1. The Committee shall comprise of three (3) members. That being:
 - An independent chair appointed by the Board; and
 - Two independent members appointed by the Board.
- 5.2. Members of the Committee will be appointed by the Board for a term to be determined by the Board, subject to a maximum term limit that must not exceed nine years.
- 5.3. The Chair of the Committee will be appointed by the Board from time to time.

6. Meeting Proceedings

- 6.1. The Committee will meet as often as it deems necessary or appropriate to perform its obligations under this Charter. A meeting may be conducted either in person or electronically.
- 6.2. The Committee may invite other people to attend meetings as it sees fit, and consult with other people, or seek any information it considers necessary to fulfil its obligations under this Charter.
- 6.3. The Committee Chair, or a delegate, will report to the Board following each meeting of the Committee.
- 6.4. The report to the Board will be a comprehensive report in order to:
 - ensure the Board has insight into the key issues discussed by, and the decisions of, the Committee;
 - facilitate Board awareness and confirm all obligations delegated to the Committee have been fulfilled; and
 - assist in the periodic review of the Committee's performance.
- 6.5. The report to the Board will include recommendations on any specific decisions or actions the Board should consider including changes to this Charter.

7. Charter Terms

- 7.1. The Committee will review the Charter annually to ensure it is fit for purpose and meets the needs of ASAPD and the Committee.
- 7.2. Any amendments to the Charter must be approved by the Board.

Guiding Criteria for Director Nominations

1) Lived Experience with Disability

- Actively seek candidates who identify as a person with disability.
- Prioritise nominees who can bring personal insight into systemic barriers and accessibility needs.
- Consider diversity of disability experiences, including physical, sensory, intellectual, cognitive and psychosocial disabilities.

2) Direct Experience in the Disability Sector

- Identify individuals who have worked professionally within disability-focused organisations, services, or advocacy bodies.
- Look for candidates with a history of influencing disability-related policy, service design or program delivery.
- Include experience in disability rights, inclusive education, employment, accessibility and/or NDIS-related fields.

3) Not-for-Profit Sector Experience

- Prioritise nominees with governance, leadership, or operational experience in the not-for-profit (NFP) or community sector.
- Consider candidates with an understanding of NFP funding models, stakeholder engagement and compliance obligations.
- Assess alignment with mission-driven organisations and principles of public good.

4) Sectoral and Intersectional Knowledge

- Seek candidates with a demonstrated understanding of intersectionality - how disability may intersect with other forms of disadvantage (e.g., cultural background, gender, LGBTIQ+, regional/remote locations).
- Consider those with experience in inclusive practices and community-led approaches.

5) Governance and Strategic Contribution

- Ensure candidates understand good governance principles and can contribute to strategic decision-making.
- Look for evidence of previous Board or committee experience or equivalent leadership roles in relevant sectors.

6) Community Representation and Connection

- Encourage nominations from individuals with strong community ties and credibility within disability and/or NFP circles.
- Value ongoing relationships with grassroots, advocacy or peer-led disability organisations.

7) Commitment to Inclusion and Accessibility

- Assess candidates' demonstrated commitment to inclusive practices in leadership or service provision.
- Prioritise those with experience implementing accessibility strategies or inclusive policy development.

8) Values and Cultural Fit

- Ensure nominees align with the organisation's vision, mission and values, particularly around inclusion, empowerment and social impact.
- Value collaborative, ethical and respectful leadership styles.