

Northern Premier League Terms of Reference, Nominations Sub-Committee

Purpose of the Sub-Committee

- a) To receive applications for the NPL board, either club-aligned or independent.
- b) To assess the candidates for their skills, experience and potential benefits to all NPL clubs
- c) To propose preferred candidates(s) to the Chair and Chief Executive for ratification.

Composition

The Sub-Committee shall have be comprised of three NPL board members and two Independent members with the appropriate experience and track record of the National Leagues Pyramid, and especially Steps 3-4, and shall comprise of the following:

- a) A Chair who shall be a Director of the Northern Premier League.
- b) A Deputy Chair to be appointed by the Sub-Committee.
- c) Such other members with relevant expertise as may be nominated by the Board and appointed by the Board, including independent members, also appointed by the Board.
- d) The Chief Executive Officer of the NPL.
- e) Appointments shall be made on an annual basis in July, except where a position becomes available or where individuals with key skills become available, as approved by the Board.
- f) Members of the Sub-Committee are bound by the Northern Premier League Director's Code of Conduct.
- g) The Chair should seek to achieve a fair and representative balance of age, gender, ethnicity, and disability amongst the membership of the Sub-Committee.

Competencies

Sub-Committee members should, wherever possible, be appointed for their knowledge, skills, and ability appropriate to the purposes of the Sub-Committee.

Responsibilities

The Sub-Committee shall be responsible for the following:

- a) To ensure that the Board has the required skills and experience to administer the competition, adopting best practice at all times.
- b) To ensure that the Board reflects the geography of the League and the specific interests of Step 3 and Step 4 clubs, so that decision making is informed.
- c) To ensure that vacancies are published on the NPL website and any third-party sites so that Clubs, their officers, volunteers, fans and other relevant stakeholders have the opportunity to apply options.

Meetings

- a) The meetings and proceedings of the Sub-Committee shall be governed by the provisions of the League's Articles of Association and Standing Orders for regulating and proceedings of meetings and shall not be superseded by any regulations made by the Board.
- b) The Sub-Committee shall meet as often as required during the football calendar year as considered appropriate by the Sub-Committee Chair.
- c) Meetings will take place either face-to-face or on-line depending upon the content of the agenda, with consideration being given to travel time and meeting costs.
- d) At the start of each meeting any possible conflicts of interest shall be declared, or at the point a conflict becomes apparent. Any conflicts declared should be recorded in the minutes.
- e) The quorum for the Sub-Committee meetings shall be 50% of the members of the Committee.
- f) A Sub-Committee member may participate in a meeting thereof by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting and shall be entitled to vote.
- g) The designated NPL League Lead shall be responsible for recording the minutes, including an action list.

Operational & Accountability Matters

- a) Subject to the approval of the Board, the Sub-Committee may engage experts or advisors to provide advice on commercial matters as the Sub-Committee may deem appropriate.
- b) The Sub-Committee does not have any delegated powers to spend NPL money. Any financial commitment must be approved by the Board.

- c) All communications to and pertaining to commercial matters shall be administered by the Chief Executive Officer.

Reporting

- a) The minutes of, and actions agreed in each meeting of the Sub-Committee shall be submitted to the Board for ratification.
- b) The Sub-Committee shall provide the Board with an annual report of its activities.
- c) The Sub-Committee shall keep a record of attendance for all meetings.

Review

These terms of reference shall be reviewed annually in and recommendations made to the Board with regards to any changes.