

AIPPI Nominating Committee

Terms of Reference

Scope of Work:

The Nominating Committee (NC) represents the interests of all members within AIPPI. The Committee, in consultation with the Bureau, prepares for the Executive Committee a proposed list of candidates for any vacancies in the Bureau and Statutory Committees. When making such a proposal, the Committee shall give consideration to the following criteria of a candidate:

- a) having a broad knowledge of AIPPI members;
- b) having good knowledge of AIPPI as an institution;
- c) having any experience in serving on AIPPI Committees.

The NC shall also consider gender and geographic diversity as explicit elements of its selection work.

All documents, discussions, and communication within the NC are strictly confidential and each member of the NC acts on their behalf and not on behalf of their National/Regional Group.

Leadership:

The Chair must involve all members of the NC in the work of the Committee, including but not limited to maintaining regular contact with members and convening such meetings (via video or telephone call) as are necessary or desirable to fulfill the Terms of Reference. As a minimum, the NC should meet (whether in person or via video or telephone call) two times per year.

The Committee Members must keep all discussions, including comments received from any parties, such as NRGs and the Bureau, confidential.

The Vice-Chair is the deputy to the Chair and must support the Chair in his/her collective leadership roles and responsibilities. This includes: (a) substituting for the Chair (e.g., presenting on behalf of the NC) when the latter is not present and/or cannot perform their duties; (b) arranging and/or taking minutes of the committee meetings.