

# NOMINATIONS COMMITTEE

## TERMS OF REFERENCE

# TERMS OF REFERENCE FOR THE EITI BOARD'S NOMINATIONS COMMITTEE

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The task of the Committee is to oversee the development of a proposal to the Board for an EITI Chair nomination to the EITI Members' Meeting in 2019 and oversee the development of a proposal for the recruitment of an Executive Director.

## Work of the Committee:

During this process, the Committee will:

- Recommend a timeline for Committee activities;
- Consider search options for possible Chair nominees (e.g. whether or not to use a search consultant, issue advertisements for the position in notable publications, etc.);
- Recommend a description of the role of the Chair of the Board;
- Issue a Call for Candidates to all EITI Board members to disseminate among their networks of contacts, inviting all EITI stakeholders to submit names of possible candidates for consideration;
- Approve any public advertisements for the position as applicable;
- Review potential candidates, and interview finalists;
- Make a recommendation of candidate(s) to the Board for submission to the Members' Meeting.
- Should the Committee wish to recommend more than one candidate to the Board, the Committee will suggest, at least 1 month before the October/November 2018 Board meeting, a clear timeline for the Board's decision. This timeline will need to ensure that Board members and alternates have sufficient time to consult ahead of the Board meeting, and that enough time is set aside for on the Board's agenda for a decision on the Chair nomination.
- While ensuring that there is an adequate overlap with the Chair and taking into account the deadlines for the next Members' Meeting:
  - Engage a recruitment agency to assist in the identification of Executive Director candidates;
  - Ensure that the job posting is shared widely within the networks of the EITI;
  - Approve any public advertisements for the position;
  - Review potential candidates and interview finalists; and
  - Make a recommendation of candidate(s) to the Board

## Principles of the Committee:

The Committee will regularly communicate with the Board. The Committee will consider Board input and suggestions throughout the process. Each Committee member will be responsible for regular outreach and liaison with his/her respective constituency.

The Committee will, as all EITI committees, make every effort to agree recommendations by consensus.

The Committee will exercise discretion to respect potential candidates' possible wish to avoid being externally referred to as potential candidates publicly.

In the interest of the EITI, the Committee will strive to work collaboratively and to reach consensus to make a clear recommendation to the Board.

### Structure of the Committee:

The Committee will be comprised of four members and four alternates and the Board Chair when it considers aspects related to the search of the Executive Director. The Committee members and Committee alternates will comprise of one representative each from Implementing Countries, Supporting Countries, Companies/Investors and Civil Society. Members of the GOC are encouraged to refrain from becoming part of the Nominations Committee. The Committee will be considered quorate when at least one member or alternate from each of the four constituencies is represented. Alternates are invited to attend each call or meeting of the Committee, and participate when the regular Committee member is absent.

The Committee will elect a Committee Chair and Committee Vice Chair. The Committee Vice Chair shall act as Interim Committee Chair in the absence of the Committee Chair.

The [EITI Observer Policy](#) will apply for the work of the Nominations Committee. However, considering the sensitivity of its discussions, the Committee will discourage the participation of non-Board members as observers.