MIDDLE PARK FOOTBALL CLUB (MPFC)

Nominations Committee - TERMS OF REFERENCE

1. Purpose

The Nominations Committee is a Committee of the MPFC Directorship.

The purpose of the Nominations Committee is to:

- Review the nominations for Director positions.
- Assess all nominations received against the needs of the organisation.
- Provide a report for all election voters (MPFC members) to duly consider.

2. Authority

The Nominations Committee reports to the MPFC Directorship. It has no delegated authority other than to make reports and recommendations to the Directorship or affiliates for electoral purposes

The Nominations Committee does not provide nominations for MPFC Director positions. The ability to provide nominations and vote on such nominations remains solely with MPFC members.

3. Appointment of the Committee

After its initial appointment, the Directorship shall at its first meeting following the AGM in each year determine the composition of the Nominations Committee.

External appointed members will be offered two-year terms and the Directorship will appoint individuals to the sub-committee to fill casual vacancies as appropriate.

4. Membership

The membership of the Nominations Committee will consist of at least 3 past MPFC Directors.

The Directorship may appoint, remove or replace the members of the Nominations Committee. Membership of the Nominations Committee will consist of no less than 40% either gender.

Any person who will be a candidate for election as a Director is ineligible to be a member of the Nominations Committee in the calendar year of that election.

5. Chair

The Nominations Committee Chairman is appointed by the Directorship.

6. Meetings & Quorum

The Nominations Committee will meet when necessary and participants may attend by teleconference, with the calling of meetings and agendas determined by the Chair/secretariat.

A quorum consists of at least half of the members of the Nominations Committee.

7. Function

a) Prior to the call for nominations for Director elections, the Nominations Committee will review the skill mix of the Directorship, excluding those Director(s) whose term is concluding. This will include the undertaking of a skills/experiences 'gap analysis'. The Nominations Committee will draft a document ('Director Criteria') outlining desirable criteria from the club strategy, which will identify the skills and competencies required to complement those non-retiring Directors for a balanced, diverse and well-functioning Directorship. Such 'Director Criteria' to be signed-off by the MPFC Directorship.

b) Following the close of nominations, the Nominations Committee will review the nominations received (including the discretion to interview nominees).

c) The Nominations Committee will report to affiliates on how the nominees align with the Director Criteria. The report will be previewed by the Directorship before being distributed with the ballots for the Director elections.

d) All nominees for Director positions will appear on the ballot for the election, irrespective of the assessment of the Nominations Committee, as long as they have declared themselves as a fit and proper person to be a Director of MPFC by virtue of signing the Director's Code of Conduct as a part of their nomination.

e) Following the election of Directors and where there are vacancies for Appointed Directors that may be appointed- or a casual vacancy to be appointed by the Directorship at any point- the Nominations Committee will review the skill mix of the elected Directors and identify the skills required to complement them to have a balanced, diverse and well-functioning Directorship. The Directorship shall then endeavour to fill any Appointed Director or casually vacant position(s) with reference to the identified skills and may seek further guidance from the Nominations Committee during this process.

8. Communication

The Nominations Committee may be contacted via email at mpfc.director.nominations@gmail.com

9. Last Updated

October 2026