



International Nominations Committee (AIATOR-006) Version 3.0

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Terms of reference (AIATOR-06)

This Terms of Reference (TOR) Policy is issued under the authority of the Amnesty International Australia (AIA) Board. This endorsed TOR must be followed by Committee members unless otherwise stated.

This TOR sets out the membership, responsibilities, authority and operations, including Application and Selection process, of the International Nominations Committee of AIA.

Introduction

The International Nominations Committee (INC) was established by the AIA Board as a Committee of the National Board.

In these terms of reference:

global assembly delegate means the delegate of AIA (other than the Board Chair, the National Director and the youth delegate) to meetings of the Global Assembly and Regional Forums

youth delegate means the delegate of AIA (other than the Board Chair, the National Director and the Global Assembly delegate) to every third meeting of the Global Assembly (in 2022 and every third year thereafter)

Subject to any provision of this policy applying when a person is unavailable, the representatives of AI Australia at every meeting of the Global Assembly and the Regional Forum are the National President, the National Director, the Global Assembly delegate.

In this policy the term **international position** refers to any role in Amnesty International that is the subject of election or appointment by the Global Assembly, the Regional Forum, or the International Board, or for appointment by the Secretary-General if the role is advertised and nominations sought from sections and structures. It does not include work undertaken by members of the section at the invitation of the International Board or the IS.



TOR owner

The TOR owner is the Chair of the International Nominations Committee.

Responsibilities of the International Nominations Committee

The representatives of AIA at every meeting of the Global Assembly and the Regional Forum are the Board Chair, the National Director and the global assembly delegate. Every third year from 2022 there is a youth delegate as well.

The Committee is responsible for nominating for adoption of the AGM, suitably qualified members of AIA as the global assembly delegate and the youth delegate, and for proposing to the National Board for approval, nominees for appointment to international positions.

In particular the Committee will:

- a. be accountable to the National Board for recommending the global assembly delegate and the youth delegate and for proposing nominees for international positions as required;
- b. determine the selection processes to be used, including where necessary an oral interview (e.g. by teleconference, videoconference or similar technologies) with each applicant; (refer Application and Selection process below);
- c. in the case of the global assembly delegate and the youth delegate, provide a report, with recommended nominations and reserves, to the National Board for presentation at AGM;
- d. provide formal, constructive feedback to all applicants after the report has been noted by the National Board, including a reference to the AIA Appeal Policy, before it is presented at AGM.
- e. present the report to the AGM, and move the motion that the recommendation and report of the International Nominations Committee be adopted.

Powers of the Committee

The International Nominations Committee:



- nominates the global assembly delegate and the youth delegate.
- nominates one reserve for the youth delegate in the year the AIA youth delegate is attending.
- is also responsible for proposing to the National Board for approval nominees for appointment to international positions.

In the event that the global assembly delegate and/or youth delegate and any relevant reserve is unavailable, or the positions are vacant, the National Board will nominate an alternate to attend.

Structure and composition of the Committee

The Committee comprises up to four members, all of whom must be members of AIA.

At least one must be a Director. The composition of the INC should reflect the diversity of AIA.

Expertise

Members of the Committee must be able to demonstrate:

- a commitment to human rights outcomes
- knowledge of AIA
- understanding of AIA's vision and objectives
- knowledge and understanding of AIA's relationship to the international movement
- understanding and/or experience relevant to effective criteria-based selection and appointment processes.

Appointment

Members of the Committee are appointed by the National Board. External members of the INC are to be appointed for a term of between two and three years as determined by the Board.

The National Board provides formal, constructive feedback to all applicants, including information regarding the AIA Appeals Policy.



Chair

The Chair of the Committee is appointed by the Board.

Should the Chair of the Committee be absent from a meeting and no acting Chair has been appointed, the members of the Committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

Proceedings of the International Nominations Committee

Secretariat

The Committee will be supported by the National Director or their nominee.

The Committee must maintain the papers and records of its work and provide them to the Company Secretary for secure storage.

Frequency of meetings

The Committee will meet as frequently as is necessary to discharge its duties in a timely manner.

Notice for Committee meetings

The Chair must call a meeting of the INC if required by the National Board, or at any other time the Chair thinks reasonable.

Members of the Committee must be notified in writing at least two weeks before the meeting is to be held to confirm a date and time, unless a meeting is convened with shorter notice at a time at which all the members of the Committee are available. An agenda will be made available as soon as practicable prior to the meeting date.

Committee meetings will be held by teleconference, videoconference or similar technologies.

Attendees

Any Director of the Board may attend and speak at a Committee meeting or other attendee rules



Quorum at meetings

The minimum quorum for a Committee meeting is two members.

Committee member interests

Members of the Committee will not participate and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

Any Committee member who is seeking or expecting to seek nomination for an international position must be absent from all decision-making processes relevant to that position. The National Board may appoint a replacement Committee member for any such process.

Committee members will not seek to be a Global Assembly delegate or a youth delegate during their term on the Committee.

Application Process for Selection of a Global Assembly Delegate or Youth Delegate or Nomination to an International Position

Global Assembly delegate and youth delegate

- The International Nominations Committee must develop key selection criteria that are explicit about the scope, responsibilities and expectations of the role. It must be clear about the skills, qualities and expertise relevant to the role.
- Application criteria must encourage diversity and include a commitment to human rights.
- Applications must address the selection criteria.
- Calls for nominations or expressions of interest must be advertised as widely as possible.
- Each member of the International Nominations Committee must sign a document agreeing not to seek during the time of their membership or for two years following that time to be the National President of AI Australia, the chair of the International Issues Committee, or a youth delegate to the Global Assembly or the Regional Forum.
- The INC must nominate one or more reserves for the youth delegate to the Global Assembly and Regional Forum.



- Unsuccessful applicants must receive constructive feedback from a member of the International Nominations Committee.
- Unsuccessful applicants must be advised of the Appeal Policy.

International Positions

- The Terms of Reference for the International Nominations Committee must provide that a person seeking nomination or appointment cannot participate in any capacity in the processes of the INC in relation to that nomination or appointment.
- The National Board, National Director and the chair of the INC work together on the management of the process by which members and staff seek nomination and are selected for nomination or appointment. The National Board can delegate any aspect of the process to one or more of the INC and the National Director.
- The International Nominations Committee must have regard to any selection criteria or other similar desired skills and attributes sought by the international movement in relation to the position for which nominations are being sought.
- A person who is not nominated must receive constructive feedback from a member of the selection committee and must be advised of the Appeal Policy.
- All positions are accountable to the international movement.
- The INC operates subject to these Terms of Reference.
- A nomination proposed by the International Nominations Committee must be approved by the board unless the board has delegated approval to the INC or the National Director. The INC must report to the board its reasons for recommending that the nomination be approved. The role of the board is to approve or not approve the recommendation that the person proposed by the INC be nominated by AI Australia.
- Where a nomination is approved by the board or a delegate of the board, the National President is to the relevant person at the International Secretariat responsible for receiving the nomination.
- A nominee who is appointed to an international position is accountable according to the nature of the role and any relevant international terms of reference.
- A member of AI Australia appointed or elected to an international position may also be accountable to the National Board or (in the case of a staff member) the National Director.

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Reporting

The Committee must give a written report to the National Board and then to the AGM at which the global assembly delegate and youth delegate are endorsed.

The report includes summary information on each nominee and reserve, and a summary of the selection processes used, and its recommendation on the nominated applicant(s). Names are presented in alphabetical order.

The report includes the number of applicants who have not been nominated, but does not identify those applicants by name.

Review

The National Board will evaluate the performance of the Committee as appropriate.

The National Board will review and amend as necessary these terms of reference from time to time.

References

Applicable Regulatory Requirements

Australian Charities and Not for Profit Commission Act 2012

Corporations Act 2001

Policies

AIA Constitution

AIA Board Charter

Values and Behaviours Charter

Procedures

Standing Orders for Annual General Meetings



Related documentation

Board Governance Calendar

More information

For more information contact the Chair of the International Nominations Committee.

A full list of AIA TORs are available on the website.

Version control

This policy is to be reviewed and updated from time to time. Minor changes such as changes to a hyperlink, correcting grammar, or changing a name will not be recorded as a version change.

Version	Date of effect	Brief summary of change
Version 1 - Initial policy	November 2017	Initial policy endorsed by the National Board.
Version 2 – Amendment	22 February 2022	Updated to reflect change in titles and language, and to better reflect processes of the Committee.
Version 3 - Updated	25 November 2023	Updated to detail the Application Process for Selection of a Global Assembly Delegate or Youth Delegate or Nomination to an International Position