



IADPO Nominations Committee *Terms of Reference*

Purpose:

The Nominations Committee is responsible for ensuring that the Board of Directors is composed of persons sufficiently qualified and skilled to provide effective governance leadership to the International Alliance of Dermatology Patient Organizations (also known as GlobalSkin). The committee's activities include recruiting and screening candidates for annual Board of Directors elections.

Type of Committee:

The Nominations committee is a Standing Committee of the Board.

Committee Duties*:

The Committee will lead and/or undertake the performance of the following:

1. Conduct annual evaluation of Board composition (geography and disease representation) and skills requirements and recommend a recruitment strategy to the Board.
2. Identify and recruit qualified individuals to stand for election as Board Directors.
3. Ensure that nominees for election meet the criteria to serve as a Board Director, and have also fulfilled any additional requirements, such as passing ethics requirements.
4. Foster a regional and disease community balance in the composition of the Board by recruiting candidates from different countries and disease areas.
5. Promote diversity of the Board in relation to gender, age, language, ethnicity, professional backgrounds and personal experiences, however noting that qualifications and skills of candidates, desirable for IADPO, are the priority.
6. Have regard to the specific and desired core competencies as identified in the annual Board evaluation in soliciting nominations.
7. Oversee election procedures, as defined by the Board for Directors.
8. Where appropriate, identify individuals for future nomination as Board Directors and maintain this information for use by future Nominations Committees of IADPO.
9. Carry out these duties in a manner that encourages a long-term view of IADPO's leadership needs, as well as Board succession planning.
10. Such additional duties as may be delegated to the Committee by the Board from time to time.

**Staff support will be provided where and when the committee deems appropriate.*

Committee Authority:

The annual Board Audit Report must be approved by the Board. Once the annual Board Audit Report is approved by the Board, the Committee is empowered to act to develop a recruitment strategy which will be implemented jointly by the committee members and staff.

Committee Composition:

The Committee shall ideally be made up of two Board Directors and one former Board Director. Board Directors seeking re-election shall be ineligible to serve on the Committee and will be replaced by another Board Director.

The composition of the Nominations Committee and its general procedures and timelines are the following:

- a. The Board will appoint the Nominations Committee and its chair.
- b. No member of the Nominations Committee may be seeking office in the election.
- c. The Nominations Committee will finalize nominations at least 14 days before the declared election date.

Committee Terms:

The term for the current and former Board Director on each committee will be one year with the option to renew. The term for the Members-at-Large representatives will be one year with an option to renew.

Meetings:

The Committee will meet at least twice a year via video conferencing and minutes of their meetings shall be kept.