

British Society of Gastroenterology (BSG) Nominations Committee Terms of Reference

1. Purpose

The Nominations Committee is established to oversee a transparent, fair, and robust nomination and assessment process for the pilot election of the BSG President-Elect and, subsequently, President. The Committee ensures that only suitable candidates proceed to the ballot, in accordance with the eligibility criteria, leadership values, and governance standards of the Society.

2. Responsibilities

The Committee will:

- Review all submitted nominations for completeness and eligibility.
- Determine, through voting, which candidates proceed to the interview stage and subsequently to the ballot.
- Evaluate candidates against agreed criteria including leadership experience, governance understanding, and alignment with BSG values.
- Conduct interviews with shortlisted candidates.
- Provide written outcomes and feedback to unsuccessful candidates.
- Recommend final candidates to proceed to the member ballot, ensuring the process maintains integrity, fairness, and inclusivity.
- Lead the post-election evaluation (see Section 7), ensuring the process is continually improved based on interview outcomes and feedback.

3. Composition

The Committee will consist of:

- Two Lay Trustees (one of whom will act as Chair)
- Two Elected Councillors (nominated by the Elected Councillors)
- Chief Executive Officer
- Two members of the Executive (excluding the President and any Executive members standing for election; nominees to be agreed by the Executive)

All members of the Committee will be full voting members.

4. Quorum and Voting

- The quorum for meetings is five members.
- Each member shall hold one vote per candidate decision.
- A candidate must receive a simple majority of votes from those present and voting to proceed to the next stage (interview or ballot).
- Where a candidate does not proceed, the names of the committee members voting 'no' and their reasons will be recorded in the minutes.
- In the event of a tied vote, the Chair will hold a casting vote.

5. Meetings and Decision-Making

- The Committee will meet as required in line with the election timetable.
- Meetings may be held virtually or in person.
- Decisions will be recorded in formal notes and shared with the Governance Review Working Group and the Board as appropriate.

6. Reporting

- The Committee is accountable to the Board of Trustees.
- The Committee will report outcomes to the Board and may be required to present on process integrity and lessons learned following each election cycle.

7. Evaluation of Election Process

The Nominations Committee will oversee an evaluation of the President-Elect / President election process following each cycle, recognising that the current approach is a pilot and hybrid model.

The evaluation will consider:

- The effectiveness of the nomination and interview process in identifying candidates who meet the role criteria and uphold the values of the Society.
- Feedback from candidates, members and other stakeholders.
- Key metrics, such as voter turnout, candidate diversity, and engagement with election communications.
- Any risks or issues encountered during the process.

Findings will be documented and submitted to the Board of Trustees, to ensure that the election process remains fit for purpose and aligned with best practice.

8. Review of Terms of Reference

These terms of reference will be reviewed annually, taking into account the outcomes of the election process evaluation, to ensure they remain relevant, effective and aligned to the Society's governance framework.

Any amendments will be approved by the Board of Trustees.