

## **SOP 7**

### **Terms of Reference (TORs) of the Nominating Committee**

#### **1. Key responsibilities**

The Nominating Committee will:

- 1.1 Launch a call for nominations for the positions to be filled with the assistance of the Secretary
- 1.2 Seek from the President-Elect details of the Strategic Plan for the coming biennium to assist it in identifying the desired qualifications and experience of future Board Directors;
- 1.3 Review and screen all applications on the basis of the eligibility criteria as set out in these SOPs;
- 1.4 Arrange interviews for the selected candidates if and when it is found necessary;
- 1.5 Provide adequate justifications for rejection of candidates
- 1.6 Propose the selected candidates to the General Assembly.

#### **2. Criteria for selection of candidates for President-Elect and Vice-President**

- 2.1 Candidates are required to identify the category of Board Directorship they wish to be considered for:
  - President-Elect;
  - Vice-President Finance;
  - Vice-President Strategic Governance;
  - Vice President Physician
  - Vice President Healthcare Professional;
  - Vice-President Non-Healthcare personCandidates can only stand for one position as Vice-President.
- 2.2 The Nominating Committee will seek to ensure that the candidate roster offers a wide geographic base and good gender balance.
- 2.3 All candidates must be recommended by
  - At least five Full or Transnational Members in the case of President-Elect
  - At least three Full or Transnational Members for all other positions
  - Self-nomination is not authorized.
- 2.1 The Nominating Committee shall ensure that each candidate fulfills all three (3) of the overarching criteria (as listed below) and that he/she can demonstrate solid training and experience in at least one (1) of the required skills set out below, but ideally more than one.

#### **2. Overarching criteria applicable to all categories**

- 3.1 All candidates must have a demonstrated and well-established interest in diabetes at a professional and/or a personal level, with solid evidence of sustained engagement with diabetes activism in their country.
- 3.2 All candidates must be able to demonstrate the ability and commitment to make time available for their Board duties, i.e. at least three (3) full week-ends per year for in person meetings and at least three (3) days per month for participation in virtual meetings and the review and preparation of materials. In addition the candidate should confirm access to adequate broadband coverage in their home or workplace to take part in virtual meetings.
- 3.3 All candidates must demonstrate reasonable level of international engagement on diabetes and a well-established international network.

#### **4. Required Skills for Vice-Presidents Physicians, Healthcare Professionals and Non-Healthcare persons**

- 4.1 Candidates wishing to stand for the physician or healthcare professional categories should, in addition to the overarching criteria, demonstrate at least 10 years of direct engagement in

diabetes care, research and education, with a significant proportion of that engagement having taken place in the last five (5) years.

4.2 Candidates wishing to stand for the non-healthcare category should, in addition to the overarching criteria, provide evidence in one or more of the following areas:

- Advocacy - direct engagement in national diabetes advocacy campaigns.
- Communications - paper or web based publishing.
- Research - active engagement in academic research published in high impact international journals.
- Teaching – active engagement in professional and tertiary (post-secondary) education in the past 5-10 years.
- Ethics - active engagement in ethics and professional conduct committees for practice in the business, medical or non-medical domain or medical or social care research through management of submissions or service on review panels.

4.3 Such skills as mentioned in 4.2 may be professional or developed through volunteer work in diabetes. Such skills should have been exercised at a high level of national engagement, or internationally.

#### 4 **Criteria for Member of the Nominating Committee**

Board Members, or former Board Members, can nominate themselves to the position as Member of the Nominating Committee. If a nominee is elected by the General Assembly to any position as Board Director, the nomination for Member of the Nominating Committee is no longer eligible.

#### 6. **Timeline**

**9 months before elections** ~~April~~ Call for nominations launched, by the Secretary, setting out the three (3) overarching criteria applicable to each category and the skills sets.

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**7 months before elections** ~~End May~~ Deadline for receipt of CVs and supporting documentation by Nominating Committee.

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**6 months before elections** ~~Early June~~ Nominating Committee to meet virtually to discuss first round of received candidatures, and if necessary to launch a call for additional candidates for targeted skill sets.

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**4 months before elections** ~~Late July~~ Deadline for submission of CVs and supporting materials from call for targeted skill sets.

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**3 months before elections** ~~Early September~~ Nominating Committee meets in person to establish final list of candidates.

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The selected candidates will be notified of their selection and will have the right to react or challenge the decision within two weeks of notification. Any reaction or challenge must be made to the Chair of the Nominating Committee to be referred to the Nominating Committee.

**2 months before elections** ~~Late October~~ Candidate 'book' prepared by the Secretary for submission to the General Assembly.

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