



INFORMATION FOR POTENTIAL NEW MEMBERS IN 2024

NAME OF STANDING COMMITTEE/AGENCY: Nomination Committee	
CONVENER/CHAIR:	Andrew Gardner
VICE-CONVENER(S):	Bryan Kerr
SECRETARY/STAFF:	Victoria Linford
<p>REMIT: The remit of the Nomination Committee is:</p> <ol style="list-style-type: none"> To bring before the General Assembly names of persons to serve on the Councils and Standing Committees of the General Assembly To comment on recommendations for appointment of Assembly Trustees: The Assembly Trustees shall identify the requisite and desirable experience and skills to fill any Trustee vacancy. The Trustees shall advertise the vacancy and shortlist for interview. Interviews will be conducted by a panel of the Trustees. The panel shall report to the Trustees, who shall consult with the Nomination Committee as to any comments which the committee wish to make on the panel’s recommendations for appointment. Any appointment shall be made by the Trustees, subject to approval by the General Assembly. To satisfy itself that an open and transparent process has been followed in identifying the Convener or Vice-Convener so suggested by the relevant Standing Committee. <p>The list of Standing Committees for which the Nomination Committee considers membership is provided on the Nomination Committee webpage.</p>	
<p>SKILLS AND EXPERIENCE SOUGHT AT THIS TIME:</p> <ul style="list-style-type: none"> Recent experience of sitting on a selection panel or similar would be beneficial. Members are sought who are able to access papers online using Microsoft Teams and who are comfortable participating in a meeting which is offered via video-conference. 	
<p>EXPECTATIONS OF MEMBERS:</p> <ul style="list-style-type: none"> Knowledge of the diversity of the Church across Scotland, seeking to maintain age balance as well as a fair geographical representation on the Standing Committees of the Church Willingness to work with others with an open mind to make recommendations for membership To develop knowledge and understanding of the remit and constitution of the relevant Standing Committees and the Church structures which they are part of Ability to assess information provided in nomination forms against the essential and/or desirable criteria set out by the Standing Committee in their <i>Information for Potential New Members</i> form Ability to meet online, via Microsoft Teams video-conference, as well as attend committee meetings in person, if held Diligence in reading a high volume of papers along with the ability to access papers online 	
<p>MEMBERSHIP AND ANTICIPATED VACANCIES: NB: a completed Nomination Form must be submitted by all proposed nominees including anyone wishing to be put forward for proposed re-appointment Convener, Vice-Convener and 18 members appointed by the General Assembly.</p> <p>No member of the committee, having served a term of 4 years, shall be eligible for re-election until after a period of 4 years, except for special cause shown. The Convener’ship of the committee shall be for 3 years.</p> <p>The committee seeks to fill 4 membership vacancies in 2024.</p>	



FREQUENCY, TIMING AND VENUE OF MEETINGS:

include mention of any particular day(s) of the week when meetings would fall and whether meetings will be attended online and/or in person

The Nomination Committee usually meets as a full committee twice a year. Additional meetings may be called if required. It is anticipated that meetings will be held either in person or via video-conference. If meeting in person this will be held at the Church Offices, 121 George Street, Edinburgh.

The autumn meeting is to discuss and agree the nominations process and is a half-day meeting.

The meeting to consider nominations will be held in January/February, over two days, at which the committee agrees the names to be included in the report submitted to the General Assembly for approval.

DETAILS OF SUB-COMMITTEES/GROUPS:

include frequency, timings, venue and any particular day(s) of the week when meetings would fall

Members of the Committee may occasionally be called upon to sit on interview panels. A sub-group may be tasked with specific pieces of work on behalf of the Committee.

Please also note the following involvement of the Nomination Committee as set out in General Assembly Standing Orders:

MEMBERS

Replacement

When a Minister, Elder, or Member of any Standing or Special Committee is unable to accept the appointment, or where from any cause vacancies occur in Committees during the year, that Committee, after consultation with the Convener of the Nomination Committee, may appoint a Member to take the place of the Member whose retirement has caused the vacancy. All such appointments, if for a longer period than one year, shall be reported for confirmation through the Nomination Committee to the General Assembly.

CONVENERS AND VICE-CONVENERS

Replacement

In the event of the death, resignation, consistent nonattendance or supervening incapacity of the Convener or Vice-Convener of any Council or Committee, the body concerned, after consultation with the Convener of the Nomination Committee, may appoint an Interim Convener or Interim Vice-Convener, as the case may be. Such appointment shall be reported by the Committee to the General Assembly and the Assembly shall make such order as the situation may require.

NOMINATION COMMITTEE

Nomination of Conveners

When the Convener or Vice-Convener of a Committee or Council is completing his or her term of office the Council or Committee shall be invited by the Convener of the Nomination Committee to suggest the name of one who may be appointed in succession. The Nomination Committee shall satisfy itself that an open and transparent process has been followed in identifying the Convener or Vice-Convener so suggested.

FURTHER DETAILS:

Include any useful web links

Please see further details of the Nomination Committee on the Church of Scotland website: [Nomination Committee | The Church of Scotland](#)