



## ROLE PROFILE

### NOMINATIONS PANEL

#### INTRODUCTION

NOTTINGHAMSHIRE COUNTY CRICKET CLUB'S NOMINATIONS PANEL IS COLLECTIVELY RESPONSIBLE FOR:

- Leading the process for nominated and elected members to the General Committee.
- Evaluating the General Committee's current capabilities against a skills matrix and recruiting to vacancies accordingly.
- Ensuring recruitment to the General Committee takes into account the diversity, independence, skills, experience and knowledge requisite for effective decision making within the club.

#### THE ROLE OF A PANEL MEMBER IS TO:

- Act on behalf of the General Committee and members in the best interests of the club.
- Represent the club and support its brand in an appropriate manner.
- Utilise individual skills and experience to contribute to an effective Nominations Panel.
- Comply with the law, specifically in relation to recruitment, equality & diversity, data protection and probity.

#### RESPONSIBILITIES OF A PANEL MEMBER

- Collaborate effectively with fellow panel members and the General Committee to understand the skills and competencies required to fill any vacancies.
- Support the development and implementation of effective recruitment processes.
- Develop options and methods for recruitment using a range of channels in conjunction with the club.
- Prepare for and attend all meetings of the panel, reading candidate applications and other relevant reports in advance.
- Participate in interview and assessment processes with candidates.
- Contribute to and share responsibility for the decisions of the panel.
- Ensure candidates appointed or recommended for election meet the club's integrity criteria and have the best interests of Nottinghamshire County Cricket Club at heart.

#### DESIRABLE EXPERIENCE

- Recruitment, human resources or organisational development.
- Managing or leading people.
- Undertaking interviews.
- Use of different channels e.g. social media
- Working effectively with a range of stakeholders.

#### DESIRABLE ABILITIES, SKILLS AND KNOWLEDGE

- Strong interpersonal skills with the confidence to deal with people at all levels.
- Analytical skills with high attention to detail.
- Excellent communication skills with the ability to draw out information accurately, clearly and concisely.
- Ability to develop positive relationships that generate confidence and respect.

## PERSONAL ATTRIBUTES

- Shares the vision, values and commitments of Nottinghamshire County Cricket Club including accountability, openness, transparency and equality.
- A decisive and effective decision maker who leads by example.
- Personal credibility that will command confidence.
- Able to work collaboratively, with an engaging manner that promotes positive relationships.
- Has the time and energy required to discharge the responsibilities of the role.