

Selection Committee member Job Description

About the role:

The Selection Committee is appointed by the Board of Directors to lead the recruitment process for Board Directors and other Board and Committee members.

The Selection Committee will; attend regular meetings, conduct candidate interviews, undertake skills and competency based analysis for roles and make recommendations of appointment to the Board of Directors. All choices made by the Selection Committee will be recommended to the Board, who will be required to make final approval of decisions.

The Selection Committee shall be constituted in accordance with, and shall abide by, article 39 of the Memorandum and Articles of Association and any relevant Bylaws passed by the Board of Directors.

While it is independent, the Selection Committee will take direction from the Directors on the skills or experience being sought and support the recruitment and appointment of suitable company Directors and senior Board or Committee appointments from both within the profession and externally.

Normally, the Selection Committee will consist of up to 8 people, the majority of whom will be BDA members. The Selection Committee will include a representative from each of the home nations and a member appointed by the EDI Committee. The Selection Committee will usually be chaired by a lay member The Chair and CEO of the BDA will normally attend Committee meetings ex-officio and may take part in interviews. Usually, 3 or 4 members of the Selection Committee will take part in any recruitment round.

Selection interviews will usually be via teams, though may occasionally be conducted face to face.

The Selection Committee will be appointed by, and be accountable to, the Board of Directors. Selection Committee members will be appointed for a term of 3 years and may be reappointed once, for a second 3 year term.

All members of the Selection Committee will:

- Act in the best interests of the company, exercise their skills and judgment in the recruitment process and avoid any conflicts of interest.
- Be familiar with the strategic role of a company Director, or other strategic appointments in membership associations, and have a good understanding of the principles of Company Law.
- Be familiar with the principles of good governance and the need for external (lay) input into senior appointments.
- Have experience of recruitment or appointment at a senior or strategic level.
- Act in a professional and collegiate manner with fellow Selection Committee members.
- Be prepared to chair interviews.
- Contribute to an Annual Report for the Board of Directors and the AGM.
- Be aware of the BDA's strategic plan and business priorities and supports them through the appointment of suitable company Directors.
- Act with complete confidentiality at all times
- Support the BDA Equalities strategy and contribute to the appointment of people who reflect the wider society.

Person Specification	Essential	Desirable
Experience as a company director		X
Experience in recruitment/appointments at a senior level	X	
Understanding of Company Law and/or good governance principles	X	
Experience of working within a committee environment and the need to work collaboratively	X	
Knowledge or experience of professional or membership organisations	X	
Knowledge of dietetics or evidence-based nutrition science	X (for BDA members)	X (for non BDA members)
Knowledge of best practice in appointment of company Directors, including equalities, skills analysis, competency assessment, etc.	X (for non BDA members)	X (for BDA members)

Estimated Time Commitment:

Company Directors and other senior roles are recruited for terms of office of 2-3 years, in rotation. Usually, the appointment process will take place annually but, as and when vacancies arise in between, there may be recruitment activity more frequently. It is likely there will be around 4-5 days required during the year. Additional time may be required for Selection Committee meetings and/or training. Where possible, virtual meeting technology will be used but at least one face-to-face Committee meeting will take place each year.

Term of Office:

This post is normally for a period of 3 years with the opportunity to serve a maximum of two terms of office. Members of the Committee will be invited to stand down in rotation, to ensure continuity but also provide succession planning.

Remuneration:

All actual expenses incurred will be reimbursed and a daily fee of £200 will be paid. This will include the time taken in attending meetings, reading papers and recruiting/ interviewing.

Induction:

Induction and training will be provided.

How to Apply:

To have an informal discussion about the role please contact the BDA Chief Executive, Liz Stockley, on 0121 200 8080 or l.stockley@bda.uk.com

Further details about the Board of Directors and its work can be found on the BDA website <https://www.bda.uk.com/about-us/how-we-work/board-of-directors.html>

To apply please submit a CV and letter addressing how you meet the role criteria, by email to: r.bury-everson@bda.uk.com

The BDA is committed to inclusive recruitment practices. If you require reasonable adjustments to the application stage of the process, please email r.bury-everson@bda.uk.com

There will be further opportunity to request any adjustments required for in the later stages of the process. The BDA is committed to inclusive recruitment practices. If you require reasonable adjustments to the application stage of the process.

**Closing Date for applications is Friday 18 April
Interviews will be held between the 28 April and 9 May**

Signed by
Job holder

Date

Signed by

Date