

# *Volunteer Nomination Committee: role profile and application process*

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| Purpose of the Board or Committee and how it supports ICAEW's Strategy | <p>The Volunteer Nomination Committee (VNC) leads on the nominations for committee membership of the ICAEW Departmental Boards and their committees including any committees for communities or local networks, and certain ICAEW appointments or nominations to external bodies.</p> <p>VNC is accountable to the Governance and Appointments Committee (GAC).</p>  |
| Role name  | <p>Committee Member</p> <p>We are seeking up to three committee members to join this newly established committee (which will also comprise the President, the Deputy-President, a GAC member and the Chief Executive).</p>   |
| What you might gain from the role                                      | <p>As a member of VNC you will enhance your experience in recruitment and making appointments to volunteer roles and succession planning.</p> <p>You will also gain a deeper understanding of ICAEW and its activities and will develop a greater appreciation of how volunteers contribute to, and are essential to, the work of ICAEW.</p>   |
| Attributes sought from candidates                                      | <p>VNC is primarily a recruitment and appointment committee. We are seeking either members or non-members with knowledge, skills or experience of good, open and transparent appointment practices, ideally in the voluntary sector.</p> <p>ICAEW is committed to enhancing the diversity of its committees, and the ideal candidate will have experience or knowledge of how to improve the diversity of committee membership through effective recruitment.</p> <p>The other aspect of the role of the VNC is to help ICAEW to expand the pool of volunteers and to retain volunteers, through offering training and experience programmes for committee members.</p> <p>Some knowledge of ICAEW and its activities would be beneficial but is not essential.</p> <p>You must be of good standing, to be eligible for this role.</p> |
| Time commitment sought from candidates                                 | <p>VNC meets at least three times each year.</p> <p>These three meetings will include a minimum of 1 full-day and 2 half-days in meeting plus additional time to read papers and prepare for those meetings.</p> <p>Members of the VNC may also be asked to support other committee related activities.</p>  |
| Meeting location   | <p>Members can attend VNC meetings either in person at Chartered Accountants' Hall or virtually.</p> <p>Ideally at least one meeting a year should be attended in person.</p>  |

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| Remuneration   | The role is unpaid.   |
|                | We will reimburse reasonable expenses to attend meetings, in line with the relevant policy.   |
| Term of office | The initial term of office shall be either 2 years or 3 years, renewable once.  |
| Key dates      | <p>All applications must be submitted by 17 March 2025</p> <p>Shortlisting and interviews will take place between Mid-March to Mid- April 2025. Any appointments will be confirmed by 16 April 2025</p> <p>Unsuccessful candidates will be informed as soon as practicable.</p> |
| How to apply   | <p>Please submit your CV together with a cover note setting out your reasons for wanting to join the VNC and what you would bring to the role to <a href="mailto:governance.office@icaew.com">governance.office@icaew.com</a>.</p>  |