



Terms of Reference

EBSA Nomination Committee

Date: 09-12-2025

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Background and rationale

The EBSA Council delegates the preparation of the yearly elections to the EBSA Nomination Committee (NC).

The Committee is responsible for

- advising Council of any forthcoming position before completion of the term well in advance of the AGM,
- replacement of all vacant elected positions within EBSA,
- identifying suitable candidates with sufficient knowledge, commitment and availability to run for election for official positions,
- arranging in advance the nominations and the election process, and
- completing the election process before the AGM is held.

Aim

To ensure transparent and fair elections and evaluate candidates for suitability for the elected role in line with the expectations of EBSA members and the requirements set by Council and in line with the Bylaws.

Election Process

The pre-election process consists of the following steps:

- Arrange an open call for volunteers for the available positions.
- Collect nominations. If necessary, actively contact members and ask if they are interested in volunteering.
- Evaluate candidates for suitability, eligibility, expertise and availability. As all positions are voluntary, ensure prospective candidates are fully aware of commitment, range and scale of tasks. If required, incumbents can be contacted to give further information to the nominee about the role.
- Submit proposed names to Council for approval.

- All approved nominees submit formal application with a motivation letter and c.v., in line with the template.

After completing the above steps, the EBSA administrative office will arrange an electronic ballot and send a link for members to vote. After the deadline for voting, the EBSA administrative office informs the Nomination Committee of the results who then inform Council.

Council and/or the Nomination Committee informs the candidates of the results, both positive and negative. At the AGM, Council introduces the newly appointed members for the various positions.

General information

The Nomination Committee is composed of three members, nominated for a term of two years. Two members are elected by the EBSA membership. Council nominates a third member who is the Chair of the Nomination Committee.

The committee works preferentially via conference calls and e-mail communication. Decisions are made by simple majority, while the Chair should strive as much as possible for unanimity.

The Chair is responsible for calling meetings, reporting on progress, liaising with Council and develop budget proposals and, upon Council approval, manage budgets to achieve the expected result.

The Chair shall report to Council on activities and status.

Any costs that members incur to attend a meeting called by the Chair will be reimbursed by the EBSA according to the general EBSA reimbursement guidelines and prior approval by Council.

Communication such as reports, proposals, budget issue etc, are stored by the Chair at the Teams work space, thereby ensuring continuity of the activities. Working documents such as notes from reaching out to Members etc are stored within the Nomination Committee and as needed circulated to all three members, to assure continuity.

Relationship to EBSA Administrative Office

The Nomination Committee will work closely with the EBSA Administrative Office according to an agreed time schedule.