



British Powerlifting Appointments Committee – Policy and Procedure

1. Purpose

The purpose of this document is to outline the policy and procedure for the British Powerlifting Appointments Committee (the "Committee"). The Committee is tasked with overseeing the appointment process for key positions within British Powerlifting, ensuring the selection process is transparent, fair, and based on merit. The Committee aims to uphold the highest standards of integrity and professionalism in its decision-making processes.

2. Scope

This policy applies to the appointment of individuals to key positions within British Powerlifting, including but not limited to senior executive roles (not subject to an AGM Vote), board members, and other significant roles as determined by the Board of Directors. The policy ensures that all appointments are conducted in a manner that promotes equality, diversity, and inclusion.

3. Composition of the Committee

The Appointments Committee shall comprise the following members:

- **Chairman of the Board:** Acts as the Chair of the Committee.
- **Chief Executive Officer (CEO):** Provides operational insights and ensures alignment with strategic objectives.
- **Two Board Members:** Appointed by the Board of Directors to represent diverse perspectives.
- **Specialist Member(s):** Appointed as needed, based on the expertise required for specific appointments.

3.1 Appointment of Committee Members

- Board members of the Committee are appointed by the Board of Directors.
- The Chairman and the CEO are permanent members of the Committee.
- Specialist members are appointed on an as-needed basis, subject to approval by the Committee, and must possess relevant expertise to contribute effectively to the appointment process.

4. Roles and Responsibilities

- **Chairman of the Board:** Ensures that Committee meetings are conducted in accordance with governance principles, facilitates discussions, and oversees the decision-making process.
- **CEO:** Contributes insights on organizational needs and ensures that appointments align with the strategic vision and operational goals of British Powerlifting.
- **Board Members:** Engage in the evaluation and selection process, bringing diverse viewpoints and ensuring a comprehensive review of candidates.
- **Specialist Member(s):** Provide expert advice relevant to the specific appointment, ensuring that decisions are informed by specialized knowledge and experience.

5. Quorum and Voting

- A quorum for Committee meetings shall consist of at least three members.
- Decisions shall be made by a majority vote of the Committee members present.
- In the event of a tie, the Chairman shall have the casting vote.
- All votes and decisions must be documented and stored securely.

6. Meetings

- **Frequency:** The Committee shall meet as necessary to fulfil its responsibilities, with a minimum of two meetings per year.
- **Calling Meetings:** Meetings can be called by the Chairman or any two members of the Committee.
- **Notice:** Notice of meetings shall be provided at least seven days in advance, unless urgent circumstances necessitate shorter notice. The agenda and relevant documents should be distributed to members beforehand.
- **Attendance:** Members are expected to attend all meetings, either in person or via teleconference. Absences should be communicated in advance, and alternates may not attend in their place without prior approval.

7. Confidentiality

All deliberations, decisions, and documentation of the Committee are confidential. Members are required to:

- Sign a confidentiality agreement upon appointment to the Committee.
- Maintain confidentiality during and after their term.
- Ensure that all records and documents are securely handled and stored.

8. Conflicts of Interest

- **Disclosure:** Committee members must disclose any potential conflicts of interest at the start of the appointment process and as soon as they arise.
- **Recusal:** Members with a conflict of interest shall recuse themselves from relevant discussions and decision-making processes.
- **Documentation:** All disclosures and recusals must be documented in the meeting minutes.

9. Procedure for Appointment

- a) **Identification of Vacancy:**
 - The need for an appointment is identified by the Board of Directors or the CEO.
 - A detailed request for appointment is submitted to the Committee, outlining the position and reasons for the vacancy.
- b) **Job Description and Criteria:**
 - The Committee, in consultation with relevant stakeholders, develops a detailed job description and selection criteria.
 - The criteria must include qualifications, experience, skills, and attributes necessary for the role.
- c) **Advertisement:**
 - The position is advertised through appropriate channels, including the British Powerlifting website, relevant industry publications (where/ if applicable for specialist roles), and other suitable platforms.
 - Efforts should be made to reach a diverse pool of candidates.

- d) **Shortlisting:**
 - The Committee reviews all applications and shortlists candidates based on the selection criteria.
 - Each application is evaluated objectively and scored against the criteria.
- e) **Interviews:**
 - Shortlisted candidates are invited to interview with the Committee.
 - The interview process may include multiple rounds, with structured questions designed to assess each candidate's suitability for the role.
- f) **Evaluation:**
 - The Committee evaluates candidates based on interview performance, references, and any other relevant assessments.
 - Each candidate is scored and ranked based on their overall suitability for the position.
- g) **Decision:**
 - The Committee makes a decision based on the majority vote. The decision-making process is documented, including the rationale for the chosen candidate.
 - In case of a tie, the Chairman has the casting vote.
 - In the event that no candidates are suitable, there is no obligation to make an offer. The committee reserves the right to go make to the market and/ or revise the job specification.
- h) **Offer:**
 - The successful candidate is offered the position, subject to satisfactory references and background checks. The level of references and background checks that may be required will be determined on a case-by-case basis and will be clearly laid out in the job description prior to application.
 - The offer will include terms of the volunteer agreement and any other relevant details.
- i) **Announcement:**
 - Once the appointment is confirmed, an official announcement is made to the organization and relevant stakeholders.
 - The announcement includes a brief overview of the appointment process and the new appointee's credentials.

10. Documentation and Record-Keeping

- Minutes of all Committee meetings shall be recorded, detailing discussions, decisions, and actions.
- All records related to the appointment process, including applications, evaluations, and decision rationales, shall be securely stored for a minimum of five years.
- Access to these records is restricted to Committee members and authorized personnel.

11. Review of Policy

This policy shall be reviewed annually by the Board of Directors to ensure its continued relevance and effectiveness. Any necessary amendments shall be proposed and approved in accordance with the procedures outlined in this document.

12. Approval and Amendment

- This policy must be approved by the Board of Directors.
- Amendments to this policy can only be made with the approval of the Board of Directors.
- Proposed amendments shall be documented and circulated to all Committee members for review before being submitted for approval.

Effective Date: 21/07/2024

Approved By: Chairman of the Board – Ben Davis

Signature: *BJ Davis*

This comprehensive document ensures that the British Powerlifting Appointments Committee operates with a high degree of professionalism, integrity, and transparency, fostering trust and confidence in the appointment process.