



## **Election Process for Chair of the BPA Board**

The Chair of the BPA Board is elected by the BPA Council of Representatives every three years following a call for nominations. There are no limits on the number of times someone can be re-elected as Chair.

The current Chair's term of office officially expires on the 15 July 2021. Given the legal importance of the Chair's role to our operation, the election of a new Chair is conducted well in advance of the expiry of the current term. This is in order to ensure continuity of operation and support a smooth handover. During the handover period the current Chair will continue to exercise their full authority. For example, signing off the annual accounts, writing the Chair's statement for the annual report and any other legal or operational matters that arise.

### **Timetable for election:**

A Calling Notice will be sent to all members of Council on the 1 March 2021 by email announcing that we are opening nominations for the Chair of the Board. The Calling Notice will include;

- The Terms of Reference for the role
- The closing date for nominations (31 March 2021)
- The opening date of the election (26 April 2021)
- We will send out follow up emails to advise Council of the approaching deadline and to encourage participation

The four-week gap between the closing of the nominations and the opening of the election is to allow the **Appointments and Selection Panel** time to consider the nomination statements and interview the candidate(s). If the candidates are deemed suitable, we will open the election on the 26 April, with a closing date of the 7 May. If there is only one candidate, that candidate will we will hold a confirmation vote over the same period. Upon the closing of the election period we will inform all candidates and announce the results to members, starting with the Board and Council, from the 10 May.

If there is a newly elected Chair, we will arrange an induction meeting at our head office between the new Chair, the Senior Management Team, and the outgoing Chair to facilitate the hand over process. The new Chair would begin their term with full powers from 15 July 2021.

### **Appointments and Selection Panel**

The Appointments and Selection Panel (ASP) is established by the BPA Council of Representatives to assist the Council with the appointments and selection of suitable candidates for positions including the Chair of the Board. They are tasked to scrutinise the candidate's suitability against the criteria for the skills, knowledge, experience, and characteristics required, and conduct interviews of candidates where required.

The ASP shall comprise the Presidential team (Vice President and President) and the Chair of the Professional Conduct and Scrutiny Panel with delegated BPA staff members (as appropriate) and shall report to the Board, as required.