

## **Process for the appointment of Chair or Vice Chair of the Board**

1. A timetable for the process which gives all eligible candidates an opportunity to declare their candidacy shall be circulated to all Members of the Board.
2. Interested parties may declare their candidacy by submitting a current CV and statement of intent (setting out why they believe they are well suited to the role) to the Chief Executive before the given deadline.
3. The Governance and Nominations Committee will review fit-and-proper-person and declarations-of-interest forms of all candidates under our due diligence process.
4. A list of candidates who have passed the due diligence process, along with the above submissions, will be circulated to all Board Members.
5. If there are no candidates for the role, a new timetable for the process will be circulated.
6. If uncontested, the Board may approve the appointment by email circulation.
7. If contested, a secret ballot will be held, in which all Board Members (being the Directors of the Company at the time of the election being called) will have one vote.
8. There shall be no proxies or alternates.
9. The individual with the highest number of votes will be informed and invited to re-confirm their acceptance of the role. The Board will then be informed.
10. Following a ballot, or the Board's approval by email circulation (in the case of an uncontested candidature), the successful candidate becomes Chair Elect or Vice Chair Elect.
11. At the next meeting of the Board, the first item on the agenda after declarations of interest shall be to formally appoint the new Chair or Vice Chair.