

## **NOMINATION COMMITTEE INSTRUCTION**

*Approved by the Annual Meeting December 6, 2011*

### **Election of a Nomination Committee**

- CFA Sweden will have a Nomination Committee, which is separate from the Board.
- The Nomination Committee shall consist of three members, whereof one should be a past President.
- The Annual Meeting appoints the Committee.
- The Nomination Committee shall adhere to an Instruction determined by the AGM.

### **Instructions for the Nomination Committee**

#### *Mission*

The Nominating Committee shall submit to the AGM a proposal for the election of a President of the Board, Board Members and an Auditor.

#### *Before the AGM*

The Nominating Committee shall

- Investigate whether the person standing in line to resign is a candidate for re-election, or election to another function,
- Circulate a Nomination candidate list with the notice of the annual meeting,
- Present and justify their proposals for the Annual Meeting,
- Ensure that the person proposed for election to the board or for election as auditor, as far as possible should attend the annual meeting.

#### *The Nomination Committee*

- Nomination Committee Members shall be members of CFA Sweden but may not be Directors of the Board.
- The Nomination Committee is convened by the Chair. Committee forms a quorum when more than half the members are present.

#### *During the term of office*

The Nomination Committee shall

- Follow the Board operations and business plans;
- Form an opinion about how the board and the auditor are working;
- See what skills are available and which one needs to be strengthened;
- Keep abreast of members' attendance and interest/activity in board work.

The Nomination Committee may participate in any Board meeting.