



ACTUARIAL ASSOCIATION OF EUROPE
ASSOCIATION ACTUARIELLE EUROPÉENNE

1 PLACE DU SAMEDI
B-1000 BRUSSELS, BELGIUM
☎ (+32) 2 201 60 21
✉ INFO@ACTUARY.EU
WWW.ACTUARY.EU

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NOMINATIONS PANEL

TERMS OF REFERENCE

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Membership of the Panel

1. The Nominations Panel shall comprise eleven persons and include:
 - a. the current Chairperson, Vice-Chairperson and Immediate Past Chairperson of AAE (the Senior Officers);
 - b. in addition, two members from each voting category (1-150; 151-600; 601-1200; 1201+ members).
2. Members as of 1.b. shall be proposed by the Nominations Panel and elected by the General Assembly, normally for a term of three years, with two or three members retiring each year.
3. In the case that it is not possible to find a candidate from a voting category as in 1.b., one position will remain vacant until the Nominations Panel finds a suitable candidate from this voting category.
4. Normally members should be, or have been, membre titulaire, membre suppléant or committee delegate for their association.
5. Members of the Nominations Panel (except for the Senior Officers) are not eligible to be nominated to the Board or as Committee Chairpersons. A former member of the Nominations Panel is not eligible to be nominated to the Board or as a Committee Chairperson until at least 12 months after ceasing to be a member of the Nominations Panel.
6. The Panel will be chaired by the Immediate Past Chairperson of AAE, who will carry a casting vote.

Duties of the Panel

1. The Nominations Panel shall be responsible for recommending to the General Assembly suitable candidates for the following positions:
 - a. Vice-Chairperson
 - b. members of the Board of Directors (except the Senior Officers)
 - c. Chairpersons of the Committees
 - d. Members from each voting category for the Nominations Panel.
2. In all its recommendations, the Nominations Panel shall have as far as possible regard to issues such as the distribution of appointments by geography, size of the association, gender and otherwise, as well as an appropriate range of skills and practice areas in order to ensure that different opinions and interests are represented.

3. With regard to the membership of the Board of Directors, the Nominations Panel has to ensure that of the 9 members of the Board, at least one will be chosen from each voting category, herein including the Senior Officers of the AAE, with no more than one member from each association. In addition, it will try to achieve an appropriate balance of Member Associations on the Board and of the skills needed:
 - a. All members of the Board must be full members of a Full Member Association.
 - b. At least two of the Senior Officers as well as the majority of all Board members must be members of Full Member Associations from countries which are EU Member States.
 - c. Committee Chairpersons are eligible for appointment as Board members, but must retire from their Committee Chairperson position at the date of their appointment to the Board.
 - d. Board members must be familiar with the strategy, the operation and the current major agenda of the AAE.
 - e. In the case that it is not possible to find a candidate from a voting category, the position will remain vacant until the Nominations Panel finds a suitable candidate from this voting category.
4. Should a member of the Board of Directors or a Committee Chairperson or a member of the Nominations Panel not be able to fulfil his or her term of office, the Nominations Panel will recommend a candidate to the General Assembly to be elected to fill the remaining part of the term.
5. The Nominations Panel submits a written report to the General Assembly once a year of positions filled along with additional information on the recommendation process and on how the criteria defined above in 2. have been met.

Approved by the General Assembly on 22 September 2017