

## ACTUARIAL ASSOCIATION OF EUROPE

### NOMINATIONS PANEL

### TERMS OF REFERENCE

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### 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 Chairperson and Immediate Past Chairperson)
  - c. Chairpersons of the Committees
  - d. Members for the Nominations Panel
  - e. additionally, when requested by the Board, the Nominations Panel will recommend candidates for the Board for other nominations done by the AAE.
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 (including the Vice-Chairperson), the Nominations Panel has to meet the requirements set out in article 10 of the Statutes and, in addition, it will try to achieve an appropriate balance of Member Associations on the Board and of the skills needed. Board members must be familiar with the strategy, the operation and the current major agenda of the AAE. Members of the Nominations Panel (except for the Senior Officers) are not eligible to be nominated to the Board until at least 12 months after ceasing to be a member of the Nominations Panel.
4. With regard to Committee Chairpersons the Nominations Panel has to obey article 9 of the Statutes. Members of the Nominations Panel (except for the Senior Officers) are not eligible to be nominated as Committee Chairpersons until at least 12 months after ceasing to be a member of the Nominations Panel.
5. With regard to the Nominations Panel the Nominations Panel has to obey article 11 of the Statutes. Normally members should be, or have been, membre titulaire, membre suppléant or committee delegate for their association. There must be two members from each voting category in article 13 of the Statutes. In the case that it is not possible to find a candidate from a voting category in this way, such a position will remain vacant until the Nominations Panel finds a suitable candidate from this voting category.

6. 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. If a person is nominated in this way into a position for only a fairly short time, the Nominations Panel can consider whether this time is taken into account when looking at adherence to the stipulations concerning the length of serving in a position.
7. 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.
8. The Panel will be chaired by the Immediate Past Chairperson of AAE, who will carry a casting vote.

*Approved by the General Assembly on 9 October 2020*