

Nordic Summer University (NSU)

Nominating Committee

Guidelines

This document is to outline the tasks and responsibilities of the members of the Nominating Committee, to help members understand the process they are taking part in and to assist them in their important task.

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The NSU Statues

In the Statues of the Nordic Summer University (English translation, as approved by the General Assembly in 2016, available on the NSU website nordic.university), the role of the nominating committee is described as follows.

§9 Nominating Committee

§9.1 The Nominating Committee is elected at the Regional Meetings (see §5.3).

§9.2 The Board summons the Nominating Committee after the Regional Meetings at the Summer Session and apprises them of their tasks.

§9.3 The Nominating Committee identifies candidates for the Board. The Nominating Committee as a whole shall meet the short-listed candidates individually before proposing the candidates to the General Assembly.

Election and Constitution of the Nominating Committee

In the regional meeting at the Summer Session one representative from each region is appointed to the Nominating Committee. This means that during the regional meetings during the summer session, each region elects from among them one representative to serve on the nominating committee in the following year, which starts after this year's General Assembly has ended and the work of the Nominating Committee is finished after the next year's General Assembly finishes.

So, for example, the Nominating Committee members of the General Assembly 2020 are elected during the General Assembly of 2019.

In case Nominating Committee members are not present during the summer session, the regional meeting which has a vacancy will appoint a replacement who will take place in the Nominating Committee that summer.

The Nominating Committee comprises of seven members. One member of each of the following seven regions: Sweden; Denmark; Norway; the West Nordic (Iceland, the Faroe Islands and Greenland); Finland (including Åland); the Baltics; and the international group.

Task of the Nominating Committee

The Nominating Committee is responsible for finding candidates for the following year's board. They are tasked by the General Assembly to propose a full new board. They will convey their proposal during the last meeting of the General Assembly during the Summer Session, so that the General Assembly can vote to accept the Nominating Committee's proposal.

The Nominating Committee is delegated this task of proposing a new Board to the General Assembly. The Nominating Committee will be called to present their proposal during the second meeting of the General Assembly during the Summer Session. In the end, only the General Assembly has the right to appoint Board members. As it is difficult for the General Assembly to come to a proposal for a new Board by itself, it delegates this task to a few representatives which represent each of the seven regions in which NSU is active.

Rules Regarding Proposal of Candidates of the New Board

The Nominating Committee needs to be aware of the rules concerning the Board membership. Any proposal they make towards the General Assembly regarding the new members of the next year's Board needs to adhere to these rules. These are the following, quoting from the NSU statutes:

§ 7 Board

§7.1 The Board's main tasks are to execute the decisions of the General Assembly, lead and plan NSU's activities and operations between the meetings of the General Assembly, and make preparations (cf. § 6 above) for the General Assembly.

§7.2 The main tasks of the Board are divided among its members at their first meeting and include:

- (a) Economy
- (b) Publications and archive
- (c) Study Program
- (d) Communication (Web & PR)
- (e) Contact with funders and external (including institutional) partners.
- (f) Management of internal board affairs

§7.3 The Board elects a Vice Chair and decides who is the authorized signatory of the NSU.

§7.4 The Board may appoint working groups for specific tasks, as well as delegate decision-making power on certain topics to executive committees or task forces.

§7.5 The Board forms a quorum when at least four members are present.

§7.6 The Board is elected for the upcoming calendar year and consists of five members. At least four Nordic-Baltic regions must be represented in the Board. At least two genders should be represented among the board members. The Board members may serve no more than three consecutive years. The Chair may sit for four consecutive years; this also includes time in the Board as a regular member.

From the NSU Statues it is clear that the full Nominating Committee need to meet with each of the candidates they want to put forward in their proposal individually.

The Nominating Committee proposes a fully new board, ensuring enough diversity of talent is included to ensure the health of both the Board and NSU as an organisation, including only candidates that have accepted to become members of the Board. The Nominating Committee

proposes a new Board with one member appointed as Chair. The other tasks are divided among the members by the Board itself, including the position of Vice Chair.

Further guidelines

The other guidelines mentioned here are based on good practise but can be used or disregarded based on the Nominating Committee members as they see fit.

Elect Chair for the Nominating Committee

It might be wise to elect from among their midst a Chairperson who takes lead in setting meetings and to lead the meetings. This Chairperson can be the contact person towards the Board throughout the year, and can call meetings of the Nominating Committee throughout the year.

First Meeting

The first meeting can take place right after the regional meetings. That is the time to talk to the current Board and go through the self-evaluations of the Board members, that should be presented at the latest by the first meeting to all members of the Nomination Committee in confidence.

Presenting the Proposal

The proposal to the General Assembly, the Nominating Committee is encouraged to present the following information to the General Assembly:

- Name of the new board member
- Region they represent
- Very short background on the person (affiliation with which circle)

They are also asked to present all this information in writing to the Secretary of the General Assembly to be included in the minutes.

Self-Evaluation Board Members

To assist the work of the Nominating Committee members, the Board members write a self-evaluation before the start of the Summer Session and at the latest present this to the Nominating Committee during their first meeting during the Summer Session. In these evaluations the members of the current Board share the evaluation of their own work as a Board

member, as well as an evaluation of the Board as a whole. They will also inform the Nominating Committee of their willingness to continue as a Board member the next year.

These self-evaluations are to be used in confidence by members of the Nominating Committee only.

Confidence

Throughout the work of the Nominating Committee, the confidentiality of what is being discussed as a member of the Nominating Committee is very important, to prevent gossip and to deal with the knowledge in a professional manner.

Consider the Tasks of the Board

The Board of NSU is comprised of volunteers. The tasks of the Board are manifold, concerning organisation of the activities, work with the coordinators, be responsible for the working of ARRKOM, creation of activity plans, strategy plans, ensuring financial health of the organisation, managing the accountant, negotiating with funding bodies such as the Nordic Council of Ministers, etc.

The Nominating Committee is encouraged to ask the present NSU Board for insight into the tasks and the division of tasks among the board members. Understanding the complete nature of the Board's task is vital when proposing a new full Board that needs to be able to take on the duties expected of them.

Consider the Diversity of the Board

Even though the statutes are clear that there needs to be a geographic and gender diversity present among the members of the Board, it is also encouraged to think of other types of diversity and the ratio within which this diversity is present in the full Board. Striving for equality is something that is very important for NSU.

Responsibility to Consult with Everyone

In case a situation arises that the Nominating Committee doesn't know how to deal with, it can ask anyone for advice. It holds no responsibility towards the then current Board. Although the current Board members can be consulted, the final say in matters concerning the membership of the Board lies solely with the General Assembly. The Nominating Committee should be aware that the current Board members have no claim over the Nominating Committee. Consultation with knowledgeable members of the wider NSU community is encouraged.

This is also why it is necessary to meet with each prospective Board member individually. It is highly encouraged to talk to them about their strengths and weaknesses and their expectations. And their previous experiences as a Board member (if applicable).

The same goes for consultations with the then current Board members. Consult them and ask them about their experiences, any advice they might have, problems that may have arisen and their ideas about the future functioning of the NSU Board.

Where to find more information?

There are two websites where information about the work of the Board can be found. There is the website support.nsuweb.org where you can find overview over the Board work throughout the year, and policies. When you would like to read the minutes of the Board meetings, you can find them on nordic.university → organisation → Board and then click the link to the archive. The list of tasks of the Board and the division of the tasks is often found in the minutes of SM1 (SM = Styrelsemöte = Board Meeting).