

GOV2

Define the composition of the Governing Body



Overview

This standard is about ensuring that the membership of the Governing Body has the necessary balance in terms of size and expertise to meet the needs of the organisation

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Performance criteria

You must be able to:

- P1 Maintain the appropriate size and expertise of the Governing Body to govern the organisation
- P2 Maintain the composition and balance of the Governing Body with regard to its cohesion, independence and diversity
- P3 Establish rotation or succession plans for Governing Body members
- P4 Ensure that all Governing Body members are submitted for re-election at regular intervals
- P5 Have a process in place to review membership of the Governing Body
- P6 Take action to identify potential candidates for selection as Governing Body members
- P7 Ensure that board members and nominated potential members publish accurate biographical information to where appropriate

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Knowledge and understanding

You need to know and understand:

- K1 The factors that determine a Governing Body's size and composition
- K2 What the organisation's requirement is for cohesion, diversity and independence of its Governing Body members
- K3 How to devise and implement succession strategies
- K4 How to identify potential candidates for selection as Governing Body members
- K5 The range of processes that might be put in place to review membership of the Governing Body

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Links to other NOS

Company Secretary
CS1, CS3, CS4

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Validity	Current
Status	Original
Originating organisation	CfA Business Skills @ Work
Original URN	GOV2
Relevant occupations	1000 Managers and Senior Officials 1112 Directors and chief executives of major organisations, 1114 Senior officials of special interest organisations 1131 Finance Managers and Chartered Secretaries 1135 Personnel, training and industrial relations managers 2000 Professional Occupations 2421 Chartered and certified accountants 2422 Management accountants 4000 Administrative and Secretarial Occupations 4214 Company Secretaries
Suite	Governance
Key words	Governing Body composition, Governing Body succession, Governing Body selection, Governing Body succession strategy, Board members nomination, Governance processes