

Summary of the SVP Election Process

Preparation

- Nominations and Remuneration Committee (NRC) appoint search consultant
- NRC to confirm the Appointment Panel in accordance with the Appointment Panel Selection Process.
- RICS to conduct both membership and regulatory checks, and background screening on Appointment Panel members where applicable.

Stage 1 -- Application / Search

- Launch search campaign using both RICS channels and those agreed with the search consultants.
- Applications open to any eligible member (FRICS/MRICS) in "Good Standing". Eligible members can apply direct to the advert as well as those members approached by the search consultant.
- Application requirements: all candidates are required to provide a CV and personal statement and must be supported by 3 RICS members.
- Search consultants to confirm supporters are willing to act as a supporter.
- RICS to conduct due diligence on candidates and their supporters to confirm they are members in good standing. This includes membership and regulatory checks only at this stage.
- Search consultants to prepare initial candidate report covering all candidates for the Appointment Panel for longlisting stage (2a.), including diversity statistics.

Stage 2a – Selection: Longlist

- Candidate sifting process conducted by the Appointment Panel, aided by the search consultants to create a longlist.
- Longlisted candidates will undergo a preliminary interview with the search consultants.
- Search consultants to prepare a candidate report, post-interview, for the Appointment Panel for shortlisting.

Stage 2b – Selection: Shortlist

- Candidate sifting process conducted by the Appointment Panel, aided by the search consultants to create a shortlist of candidates to be invited to attend an interview with the Appointment Panel.
- Shortlisted candidates to undergo background screening checks ahead of the shortlisting interviews. Conducted by a third-party screening company- please refer to the Guide to membership and regulatory checks and background screening.

- Shortlisted candidates to complete a series of executive assessments, including a meeting with a psychologist, prior to interview.
- Shortlisted candidates offered the opportunity to meet with RICS CEO. The purpose of the meetings is to enable the candidates to get a better understanding of the role and the relationship with the CEO. Feedback will be provided to the Appointment Panel.
- Search consultants to obtain detailed verbal references from supporters. Appointment Panel to identify areas to be probed.
- Search consultants to prepare a candidate report to include results from the executive assessments and supporter references for the Appointment Panel ahead of the interviews.

Stage 2c – Selection: Interview

- Interviews (virtual) with the Appointment Panel. Interviews are competency based with a set number of questions that allow the Appointment Panel flexibility to add more or probe on answers.
- Appointment Panel to produce a recommended candidate list for Governing Council.

Stage 3 – Election

- Recommended candidate/s to appear before Governing Council (presentation followed by Q&A), followed by election at the Governing Council virtual meeting – please refer to election process and Standing Orders for more information.