

PROCEDURE	BOARD OF DIRECTORS RECRUITMENT PROCEDURE
Related Policy	Board of Directors Recruitment Policy
Related Section	Governance
PURPOSE	
To define the process for recruitment and appointment of Board of Directors Members.	
SCOPE	
All Alkira members.	
DEFINITIONS	
<p>AGM – Annual General Meeting</p> <p>Board Member – A person elected to the Board of Directors, within parameters in the Alkira Constitution</p> <p>Constitution – Constitution of the Alkira Centre - Box Hill Inc.</p> <p>Contributors – A person nominated and approved for membership within the Constitution Rules</p> <p>Member – A person who is a contributor and has been approved for membership within the Constitution Rules</p>	
PROCEDURE	
<p>1. <u>Board Members</u></p> <p>Number of Board Members: 11</p> <p>Appointment Process: 3 or 4 elected annually at the AGM for a 3-year period (Refer Constitution Rules)</p> <p>Recruitment Responsibility: Board of Directors</p> <p>Board Requirements:</p> <ul style="list-style-type: none"> • All Board Members must be Members of Alkira and be 18 years or older • A minimum of 50% of members must be “persons with intellectual disabilities, their families or advocates”. • All Board members must complete satisfactory checks required by relevant authorities including Police Checks, Working with Children Check (WWCC) and Disability Worker Exclusion Scheme check (DWES). <p>2. <u>Considerations for the Selection of new Board Members</u></p> <ol style="list-style-type: none"> 1 Expertise required for the direction of organisation over the next few years 2 Any major projects or activities being undertaken 3 Identified qualities/skills/expertise gaps within existing Board based on the Board Skills Matrix 4 Diversity of members, participants, community including the requirements of the Alkira Constitution. 	

3. Steps

1. Identify a list of prospective people to be forwarded to the Nominations and Remunerations Committee.
2. Contact them and get them involved – learning more about Alkira, visit, provide information (Board Information/Manual), invite to events.
3. When a vacancy exists:
 1. Consult list of prospective people. Determine who would be best suited for the specific role
 2. Conduct a screening process to undertake the following:
 - a) Obtain CV & Reference
 - b) Ask people who know the candidate
 - c) Ask the candidate – why interested, time available, skills, experience, contacts, support needed if a Board member, what do they want out of involvement, any conflicts, previous experience in a Board/leadership position.
4. Make approach to person – provide reasons why they should join – to learn & teach others, community contribution, sell Alkira as an organisation they want to be involved with. Personal approach, offer copies of position descriptions, meeting minutes, newsletters, information literature, list of current board members (Information Package).
5. Invite to attend Board meeting.
6. Conduct safety screening and background checks and obtain a clear result.
7. Make formal nomination as determined within Constitution or recommend to the Board that the person be temporarily appointed to fill a casual vacancy.
8. Letter of Appointment.

RESPONSIBILITIES

Board of Directors is responsible for:

1. Establishing a list of prospective Board Members.
2. Determining who should be approached for vacancies on the Board of Directors.
3. Ensuring that there is a regular review of the Board Skills Matrix.
4. Reviewing potential candidates recommended by the Nominations & Remuneration Committee in accordance with Rule 53 of the Constitution.

President is responsible for:

1. Ensuring there is initial contact with a prospective Board candidate to invite them to consider involvement.

Nominations & Remuneration Committee and the Board Secretary are responsible for:

1. Maintaining register of potential candidates.
2. Formal notifications and correspondence for the Board.
3. Arranging visits and information for prospective Board Members.

Alkira Members are responsible for:

1. Nominating members for appointment to the Board of Directors.

REFERENCES - INTERNAL

Policies

- Alkira Constitution 2016
- Board of Directors Policy

Forms / Templates / References

- Information Package for Board Members
- Selection Criteria – Board of Directors members

REFERENCES - EXTERNAL

N/A

REVIEW

Alkira at its own discretion reserves the right to change the policy and procedure in line with relevant legislation and organisational needs.

If this policy can be improved please submit a Continuous Improvement Form to the Quality & Systems Officer.

Policies will be reviewed every three years.

VERSION CONTROL

Authorised By:	Board of Directors
Process Owner:	President of the Board of Directors
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