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# Recruitment (Board of Directors)

# TEMPLATE

1. **Background and context**

The nomination and selection of Board members is the right of the Members of [ORGANISATION] through the election process. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience to meet the needs of the organisation.

A Board Recruitment Policy enables an organisation to pro-actively recruit individuals for nomination onto the Board and ensures alignment between governance priorities and skill levels and experience of the Board.

1. **Purpose**

Board members are required to make decisions for the good of the organisation as a whole. Therefore, the makeup of the group that comprises the Board of Directors requires careful scrutiny.

The makeup of the Board of [ORGANISATION] should demonstrate a range of broad skills and attributes relating to commitment, governance experience, specific skills and attributes relating to its sphere of operations as well as promoting diversity in representation of gender, region, age and ability groups.

Board Directors are expected to make decisions for the overall benefit of [ORGANISATION].

1. **Policy Statement**

The Board of [ORGANISATION is committed to ensuring the makeup of the Board has an appropriate range of skills and expertise in order:

* To fulfil its responsibilities and roles.
* Provide for the ongoing competence, viability and effectiveness of the Board of Management.

The Board will:

* Draft a Recruitment Plan for Board membership
* Draft a Selection Criteria for Board membership
* Review the Board performance (eg. through self-assessment).
* Review and assess the Board performance on an annual basis with particular reference to identifying missing qualities and characteristics such as:
* Skills and expertise;
* The balance between experience and freshness; and
* Representation of membership or diversity groups where relevant;
* Maintain a list of aspirant board Directors.

The Board will identify aspirant Board Directors from within the membership.

Aspirant Board Directors will be briefed on the roles and responsibilities of being a Board Member.

Identified aspirant Board Members will be encouraged to nominate for election at the Annual General Meeting and may also be appointed by the Board outside of an AGM, where the Constitution provides, to fill vacant Board positions.

## Relevant legislation

* Corporations (Aboriginal and Torres Strait Islander) Act 2006

## Associated policies

* Code of Conduct (Board)
* Confidentiality (Board) Policy
* Conflict of Interest (Board) Policy

## Authorisation

<Signature of Board Chair>  
<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>