

## BOARD RECRUITMENT POLICY

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### Introduction

The nomination and selection of Board members is the prerogative of the board members of United Way Glenelg through the election process. Given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. Therefore policies and procedures must facilitate the election of those people who best meet the needs of the Board. Candidates seeking nomination for election to the Board shall reside or conduct their business primarily within the boundaries of the Glenelg Shire.

Under the constitution, a board member automatically becomes a member of the organisation.

### Terms of Board Membership

Board members shall hold office for a term of 3 years.

A Board member can be re-elected for a second third-year term.

After 2 terms a Board member may be re-nominated for a further 3-year term, according to article 17, item 17.3Biii (Constitution). *"The Board agrees to allow that Board Member to be elected for a further Board Term in special circumstances."*

### Purpose

Board members should possess an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Board's responsibilities and objectives. The Board also aims for a composition that will appropriately represent the interests of the various groups contained within the organisation's common bond and which will include a diversity of Glenelg Shire's people.

### Policy

The Board should attempt, using its network of contacts, to identify appropriate individuals with desirable skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be encouraged to nominate for election. Such individuals may also be appointed by the Board, where there are no Expressions of Interest received for vacant Board positions.

## Procedures

The Board shall:

1. Regularly assess its composition by reference to
  - a. necessary areas of expertise,
  - b. the ideal balance between experience and innovation,
  - c. desirable diversity in relevant areas,
  - d. contributions from relevant stakeholders.
2. Identify areas where the existing Board composition falls short of the ideal.

The Executive shall:

- a. advertise in the print media and on digital media, the skills required.
- b. accept in writing Expressions of Interest from candidates interested in joining the UWG Board
- c. discuss the Expressions of Interest with the Executive and make recommendations, to the Board, of those candidates who meet the criteria.

## Procedures following recommendations to the Board

- a. Allow 60 days for the Board to consider the EOIs and notify in writing any concern regarding a candidate.
- b. After 60 days consider the responses received from the Board to determine whether the candidate will be rejected or accepted. Where there has been a rejection, a meeting with the Board member lodging the rejection, EO and President will be held to discuss the nature/reason for the rejection.
- c. Notify the candidate of the status of his/her EOI.
- d. Where the nomination has been accepted the Board is advised, and the nominee shall be invited as a guest to the next scheduled Board Meeting.
- e. The nominee is admitted as a casual member until the next AGM. Casual members have no voting rights until formally approved at AGM.
- f. New Board members are formally nominated and approved at the AGM.

Where Expressions of Interest are not taken up through advertising, Board members shall attempt to recruit from their networks.

The Board shall collect suggestions from members and draw up a list of suitable candidates. Suitable candidates will be approached and asked to complete an Expression of Interest Form. Recruitment shall progress following the procedures a. to f. listed above.

## Responsibilities

It shall be the responsibility of the Board to ensure that any nominees, candidates, or new members are acquainted with the organisation's visions and values, policies, and procedures.

## Reference Policies and Documents

- Transparency and Accountability Policy
- UWG Constitution. Articles 16-22
- Governance Calendar
- Expression of Interest Form

## Authorisation

President  
March 2024  
United Way Glenelg