



## BOARD RECRUITMENT POLICY

### Introduction

The nomination and selection of Board members is the prerogative of the members of Women in Business & Regional Development Inc 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. Policies and procedures must facilitate the election of those people who best meet the needs of the Board.

### Purpose

Board members should provide 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 which will appropriately represent the interests of the various groups contained within the organisation's Region which will include a diversity of Australia's peoples.

### Policy

The Board should attempt, using its network of contacts within and without the organisation's membership, to identify appropriate individuals with needed 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 the Constitution provides, to vacant Board positions.

### Procedures

1. The Board shall regularly assess its composition by reference to:
  - a. Necessary areas of expertise
  - b. The ideal balance between experience and freshness
  - c. Desirable diversity in relevant areas
  - d. Contributions from relevant stakeholders
2. The Board shall identify areas where existing Board composition falls short of the ideal
3. Board members shall attempt to recruit from their networks Board candidates who would fill those gaps
4. The Board shall collect suggestions from members and shall draw up a list of suitable candidates for the Board, and for Board committees and working parties
5. Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, appointments shall be made from this list
6. Before each annual election the Board shall attempt to recruit nominations for the Board from this list

**Responsibilities**

1. It shall be the responsibility of each member of the Board to explore among their networks the possibility of nominations for future positions on the Board of the organisation.
2. It shall be the responsibility of the Secretary to draw up and maintain a list of prospective candidates for the Board. All entries on this list shall be reported to the Board.
3. It shall be the responsibility of the Board to ensure that any nominees, candidates, or new members are acquainted with the organisation's purposes, policies, and procedures.

**Related Documents**

- § Code of Ethics
- § Conflict of Interest Policy
- § Access and Equity Policy

**Related Forms**

- § Form 3.1a – Board Nomination Form
- § Form 3.1b – Expression of Interest Board of Management Information Package
- § Form 3.1c – Expression of Interest Board of Management
- § Form 5.1a – Conflict of Interest: Checklist for the Chairman
- § Form 5.1b - Conflict of Interest Declaration
- § Board Member Handbook

**Authorisation**

Board  
Women in Business & Regional Development Inc

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