



Activity 11

Board Recruitment Policy



What?

Why?

How?



This activity will help you pull your experience of recruiting for a board member into a policy for future board recruitment. It will give you a chance to learn from your experience and set out when you plan to recruit in the future and how you will find selected board members.

Putting in place a board recruitment policy and using the knowledge you have gained from what works (and what doesn't work) can help make the process easier for the next time you have to recruit.

You should start by reading through your governing document, the rulebook for the way your organisation is governed. This should be the first place to look for terms of office, eligibility, procedures for election and so on. The policy is a way of making a general approach to the ten activities you have completed and therefore summarises the process you have just been through, capture any lessons you have learned and the process you plan to undertake in the future.

Name of Organisation Board Recruitment Policy

'Insert date the policy was agreed'

'Insert a review date – approx. one month after your AGM)

Introduction

Write down why it is important to take time to recruit new Board Members

E.G. Board members and staff are essential to the well-being and effectiveness of our organisation. Without board members our organisation would not be able to exist. But it's more than that. We are committed to having good governance and having the right board in place is key to achieving this.

When problems arise in organisations they often stem from poor governance. Remember success starts in the way your organisation is governed and led. Having the right board is key to this success.

Planning the Recruitment

Every year, 'x' months before the AGM, the board will decide whether they need to actively recruit new board members. In addition if during the course of the year, any board members announce their intention to leave, the board will decide whether they need to recruit new board members in their place.

The Board will refer to their governing document to determine whether new board members should be elected, co-opted, and recruit in line with the appropriate process.

The Board will agree on one board member to lead the recruitment process. This board member will make sure the recruitment is kept on the board's agenda, that progress is made, and that this policy is reviewed after the recruitment. Action and responsibilities may be delegated to other board members.

Writing a role/job description

Outline the key components you will include in all role/job descriptions and person specifications here. You may want to outline layout or sections that you intend to include.

Advertising the roles

Describe your method of advertising for board members. If you have written an advert, put it as an appendix to this policy and mention it here. You can always make a list here of what information your advertisements should always contain.

Selecting the best people

In this section describe the process for selecting the best people

We ask candidates to submit an application by sending us a covering letter and a CV;

One board member manages the applications and confirms receipt;

Appointment is carried out as outlined in the governing document.

The person who is leading the recruitment process coordinate thank you letters to everyone who has expressed an interest in the vacancy whether or not they are successful.

Review and Development

The Board will review the board recruitment process after each appointment. The new board member should be encouraged to feed in what they felt went well and what could be improved in their view.

If any changes to this policy are needed, the changes shall be made and a revised policy put to the board for adoption. This policy shall be reviewed after each board member is successfully appointed.