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# Nominations Committee

**DIRECTOR RECRUITMENT PROCESS**

Board committees are an important component of good governance practice. They provide directors with the opportunity to give closer attention to critical issues facing the organisation than is possible for the full board. A nominations committee provides an avenue for boards to dedicate time and resources to the process of identifying and recruiting directors.

It is important that Boards are comprised of members with a variety of skills and experience and who act in the best interests of the organisation as a whole. As such, the nominations committee should take prime responsibility for, but not be limited to:

* Reviewing the board’s skill mix and identifying gaps
* Identifying potential directors for appointment to the board or to be put forward as preferred nominations for elections
* Reviewing director nominations and providing the members with the board’s preferred nominees based on needs identified in the skill gap analysis[[1]](#footnote-1)

Vicsport has developed the following recruitment process templateas a guide to assist organisations develop a process for the election and appointment of directors to the board. All organisations should also carefully consider the rules of the company as outlined in their constitution along with any information, documents and strategies that might be specific to and required, relevant to its circumstances, structure and function.

Vicsport reminds organisations that the information contained in this document is general in nature and recommends sporting organisations develop a director nomination process with due consideration, adapting this template as required for their specific circumstances and seeking legal advice as required.

**Further Information**

**P** +61 3 9698 8100 **E** [admin@vicsport.com.au](mailto:admin@vicsport.com.au) **W** <https://vicsport.com.au/good-governance>

*This resource is supported by the Victorian Government.*

# <INSERT ORGANISATION NAME>

# Director Recruitment Process

**INTRODUCTION**

The director recruitment process is designed to ensure the <Insert Organisation Name> Board consists of individuals with a balance of skills and experience to oversee the organisation, achieve the strategic goals, and direct the organisation’s future. To do this, a thorough process of review and recruitment is desired to aid the election and appointment of directors.

**PRINCIPLES**

Operating within the rules outlined in the constitution of <Insert Organisation Name>, the following Director Recruitment Process has been developed to provide the organisation with a structured, easy to follow process for the recruitment of directors. In doing so, it aims to meet the commitment of a diverse, skills-based board through thorough

**PROCESS**

The following process has been developed by <insert person/title> and approved by the <Insert Organisation Name> Board on <Insert date>.

1. *Board Skills Audit undertaken*
   * The Nominations Committee undertakes a board skills audit (excluding Directors up for election) to identify skill gaps.
2. *Board Skills Matrix updated*
   * Skills required by incoming directors are identified, informing the selection criteria outlined in the call for nominations
3. *Board Endorse Call for Nominations*
   * Board endorses the call for nomination and selection criteria developed by <Insert person/title>
4. *Positions Advertised*
   * In accordance with the constitution of <Insert Organisation Name>, members are notified of the pending Annual General Meeting and with that, a call for nominations advertising the positions available (including selection criteria).
5. *Nominations Received*
   * In accordance with the constitution of <Insert Organisation Name>, nominations should be forwarded to <insert contact details> not later than <insert date> to be eligible for election. Any enquiries prior to the submission of an application should be directed to <insert contact details>.
6. *Close of Director applications*
   * In accordance with the constitution of <Insert Organisation Name>, applications for vacant positions close on <insert date>.
7. *Candidate interviews*
   * The Nominations Committee undertake interviews with candidates to assess their suitability for the vacant board positions, in line with previously developed selection criteria. Information gained from these interviews informs a report written by the Nominations Committee and provided to members to assist with the election process. Each applicant is reviewed according to the selection criteria and members are only advised of their suitability for the vacant positions. <Insert Organisation> will not direct members to vote for one applicant in favour of another.
8. *Board to preview report from Nominations Committee* 
   * Upon completion of candidate interviews, the Board of <insert organisation name> will be provided with a copy of the candidate report written by the Nominations Committee for preview, prior to its distribution to voting members.
9. *Voting members informed of election candidates.*
   * In accordance with the constitution of <Insert Organisation Name>, voting members are informed of individuals standing for election <insert number> weeks prior to the AGM. Information will be distributed to members via <insert communication method – email, post, website etc>.
10. *Election of Directors*
    * Individuals are elected to the board of <insert organisation name> in line with Section <insert number> of the <insert organisation name> constitution.
11. *Nominations Committee update board skills audit* 
    * Following the election of new board members and their subsequent acceptance of the position, the Nominations Committee will update the board skills gap analysis to identify any skills, experience or diversity gaps that the board require which may be filled with an appointed position.
12. *Identification of potential directors for appointment to address skills gaps (if allowed by constitution)*
    * In accordance with the constitution of <insert Organisation name>, the Nominations Committee and Board will identify suitable individuals that meet the skills, experience or diversity gaps identified by the Nominations Committee as part of the board skills audit.
13. *Appointment of additional directors to meet skills gap (if allowed by constitution)*
    * In accordance with the constitution of <insert Organisation name>, the Board will appoint individuals to the board to meet an identified skills, experience or diversity gap.

**TIMELINE AND RESPONSIBILITY**

|  |  |  |
| --- | --- | --- |
| **TIMELINE** | **ITEM** | **RESPONSIBLITY** |
| <Insert date item to be completed by> | Board Skills Audit undertaken | <Insert individual/group responsible> |
|  | Board Skills Matrix updated |  |
|  | Board Endorse Call for Nominations |  |
|  | Positions Advertised |  |
|  | Nominations Received |  |
|  | Close of Director applications |  |
|  | Candidate interviews |  |
|  | Board to preview report from Nominations Committee |  |
|  | Voting members informed of election candidates |  |
|  | Election of Directors |  |
|  | Nominations Committee update board skills audit |  |
|  | Identification of potential directors for appointment to address skills gaps (if allowed by constitution) |  |
|  | Appointment of additional directors to meet skills gap (if allowed by constitution) |  |

**LAST UPDATED**

This document was updated by <Insert name> on <date>

1. Australian Sports Commission (2015) [Sport Governance Principles, Principle 3.9](https://www.ausport.gov.au/supporting/governance/governance_principles/principle_3) [↑](#footnote-ref-1)