

YMCA Geelong- Board Recruitment & Election of Office Bearers Policy



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Procedure Number	Date Approved	Date Last Amended	Status
YG 134-G	22/07/2014	22/07/2014	APPROVED

1. BOARD RECRUITMENT & ELECTION OF OFFICE BEARERS POLICY

2. INTRODUCTION

The Board of YMCA Geelong Inc. is responsible for the ensuring the stewardship of the organisation and as such are entrusted with the governance the organisation both now and into the future.

The Board is committed to good governance and as such has a Governance Framework that provides oversight, insight and foresight on matters relating to the operations and governance of the YMCA.

The Board is responsible for the recruitment of director, succession planning and the election of officer bearer in accordance with the constitutions and by-laws of the entity.

3. RELATED POLICY

Recruitment and Selection Policy

4. RELATED LEGISLATION, REGULATIONS

5. RELATED STANDARDS or GUIDELINES/PROTOCOLS

Governance Framework
Board Charter
Committee Guide
YMCA Geelong Inc. Constitution and By-Laws
Board Recruitment Selection Criteria & Weighting

6. SCOPE & PURPOSE

This procedure applies to the recruitment of directors for the Boards of YMCA Geelong Inc. Board members are appointed by the Board of YMCA Geelong Inc. according to the skills required and the vacancies according to the constitutional requirements.

The procedure included the recruitment of directors and election of Office Bearers.

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Board	The board will be responsible for the decided the slate for nomination for election of directors and the office bearers.
	The Board shall act as the nominations committee for the purposes of recommending a slate of candidates for the nomination of potential directors for election.
	Ensure the process for the election of office bearers is transparent, fair and equitable. They are responsible for drafting the selection criteria for the office bearers, reviewing the Position Descriptions of the office bearers, considering the nominations for the office bearers and providing a recommendation to the board for decision making.
CEO	The CEO is responsible for ensuring the process is documented and annually included on the Board agendas.

8. POLICY

8.1 Planning

- Develop a Board Recruitment Plan and present it to the Board for endorsement.
- The Board committee to identify Board skill needs, skill gaps, retiring Board members for consideration in the recruitment phase
- Review the selection criteria
- Board recruitment can occur at any time of the year however the sequence of time that leads in to the November Annual General Meeting is often the best (May- November)
- The Recruitment cycle at a minimum is four months.
- The Board to review the plan and skill gaps and develop priorities for the recruitment cycle.

8.2 Prospects

The Board and management team to identify prospective Board members that would meet the Selection criteria

A prospect list is developed by the recruitment subcommittee of the board for cultivation.

8.3 Advertising

A secondary option for recruitment is to advertise publicly in relevant associated industries and governance publication and media.

A Board Recruitment Kit is made available for all prospects as part of their due diligence of the YMCA.

8.4 Cultivation

If the Prospects for the list or advertising meet the selection criteria the following is to occur;

- Background research to be conducted on the prospects, determine influence, career, links to the YMCA etc.
- Informal introduction or chat with the prospect to be conducted by the chair or Board Member.
- Formal interview or informational chat- uncovering intensions interests, motivations and business life
- Recruitment subcommittee of the board considers the outcomes of the interview/informal chat and matches to selection criteria.

8.5 Approach

The Board will consider the recommendation from the recruitment subcommittee of the board on the possible directors to approach and if in agreement, the Chair will make contact with the potential Board members about joining the YMCA as a member and board Member.

Some prospects may not be suitable for the Board however will be considered for business network of the YMCA, sub-committee or ad hoc committee membership.

8.6 Membership

All potential board members must be a Member of YMCA Geelong Inc. and as such complete a membership form that is sign by two current members and presented for approval at the YMCA Geelong Board Meeting before an election. Ie: September for all candidates standing for election at the November AGM.

8.7 Nomination and Election of Committee Members

Division 3 - Election of Board members and tenure of office

1.1 Who is eligible to be a Board member

- (a) A member is eligible to be elected or appointed as a board member if the member:
 - (i) is 18 years or over;
 - (ii) is entitled to vote at a general meeting; and
 - (iii) and is not a person employed by the Association or any of its related entities

1.2 Positions to be declared vacant

- (a) This rule applies to any annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (b) The Chairperson of the meeting must declare which Board positions are vacant pursuant to these Rules (if any) and hold elections for those positions in accordance with these Rules (where necessary).

1.3 Nominations

- (a) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (b) An eligible member of the Association may:
 - (i) nominate himself or herself; or
 - (ii) with the member's consent, be nominated by another member.
- (c) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

1.4 Election of board members

- (a) The annual general meeting must by resolution decide the number of ordinary members of the Board (if any) it wishes to hold office for the next year.
- (b) A single election may be held to fill all of those positions.
- (c) If the number of members nominated for the position of ordinary board member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (d) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule **Error! Reference source not found..**

YMCA Geelong Board annually recommends a slate of candidates to be the office bearers. There are a number of policies that guide the process;

1. The President is appointed annually with a maximum term of three consecutive 12 month terms.
2. The Vice President is appointed for a 12 month term with the intent of having Vice President being considered for future chair appointments.

3. The Treasurer is appointed annually.
4. The position descriptions of each role are utilised as selection criteria for all appointments.

[President](#)

[Vice President](#)

[Treasurer](#)

Following the Board Review, Director "One on Ones" or a nomination process, current board members can express interest in any Office Bearer role to the President.

5. Selection criteria for considering Office Holder Positions of the Board are outlined in the Position Descriptions and in additional focus on;
Required: Experience as a Director
Desirable: Commitment to the YMCA
Diversity

Requisites of President;

1. Natural choice for Board as someone they want to follow.
2. Fulfill the duty description requirements
 - 2.1. [Duty Descriptions](#)
 - 2.2. Time flexibility.
 - 2.3. Capacity to travel widely, at short notice.
3. Record of high-level leadership of professional groups of people and committees.
 - 3.1. Preferably with AICD qualification (or similar).
4. Capacity to meet with internal and external stakeholders.
 - 4.1. Able to passionately represent the YMCA in public forums.
 - 4.2. Exceptional personal qualities – reputation, values.
 - 4.3. Broad interests, strong intellect - capacity to engage with high order community leaders.

10. Monitoring and Evaluation

This procedure is reviewed annually by the Board as part of the board recruitment cycle.

The Young Men's Christian Association of Geelong Inc.

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Approved by: YMCA Geelong Board

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Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy template included scope, monitoring and evaluation clauses.

As adopted by the YMCA Geelong on 22/07/2014



Shona Eland

Acting Chief Executive Officer YMCA Geelong Inc.