



## Board recruitment



***"Governance members are recruited and prepared for their responsibilities"***

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**E sega ni dua na ka e rawa ni rawati ke sega na ituvatuva tamata cakacaka kei na ivakarau ni kena ca**

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Translation in Fijian

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### Intent

We are guided by our Constitution, kaupapa and membership when recruiting members for the board and appointing to executive positions. We aim to recruit people who have the commitment, skills and time to help govern our organisation.

We provide induction and support to new board members.

### Requirements

#### **Recruit to meet gaps in board**

Board members will be recruited in accordance with the Constitution and other organisational requirements.

Before commencing recruitment, the board should identify existing and anticipated gaps in membership by considering:



- the skills and experience needed in the board for effective governance
- how it can best represent the diversity of those we work with
- ways to involve and ensure the client group has a voice
- mana whenua and local community
- [Te Tiriti o Waitangi](#) and
- any other relevant circumstances.

New members will be recruited with regard to these gaps.

### **Provide and obtain information**

People interested in joining the board will be given information about the organisation, the responsibilities of a board member and relevant policies (e.g fiscal and personnel policies, annual reports, list of duties, Code of Conduct, minutes of last few board meetings, audited report).

They must complete required documents including a [conflict of interest](#) declaration and consent to criminal history check forms.

### **Membership criteria**

A person's election to the board shall be subject to confirmation they meet [membership criteria](#) and any other relevant criteria (eg requirement for a [satisfactory criminal history check](#).)

At times it may be necessary to have people involved with the board for a temporary period. This may be formally as a board member if allowed under the constitution (eg as a co-opted or elected board member).

The rights and responsibilities of temporary board members will depend on our Rules/Constitution. The new members must complete tailored induction activities to help them gain an understanding of the organisation.

## **Compliance**



Social Sector Accreditation Standards- Level 2, Governance and management structure and systems 3.0

NZS 8134: 2021 Workforce and Structure, Governance 2.1

## Helpful links

Constitution

[Background and child safety checking](#)

[Conflict of interest](#)

[Board member induction checklist](#)

## Review

Date: January 2022

Next review: by December 2023