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| **Purpose:** | This policy ensures that new Trustees / Board Members *delete not applicable* are recruited consistently and provided with all the information and training necessary to enable them to contribute appropriately to the Board from the time of their appointment. | | |
| **Scope:** | This policy applies to new Trustees / Board Members *delete not applicable.* | | |
| **Principles:** | So that new Trustees / Board Members *delete not applicable* are recruited based on the needs of the name of organisation and are able to act and contribute within the rules of the organisation while making a constructive contribution. | | |
| **Version:** | Template to adapt | **Date:** | add date |
| **Approved by:** | Board | **Due for Review:** | 12 months |
| **Templates** | * New Trustee / Board Member Advert and Application * Governance Induction Checklist * Conflict of Interest Register * Governance Code of Conduct * New Officer Certification | | |
| **Legislation:** | * Human Rights Act * Incorporated Societies Act * Charities Act | | |
| **Reference Documents:** | * Trust Deed / Constitution / Rules *delete not applicable* *(refer* Clause add clause number) * Policy and Procedure - Governance | | |

Governance Recruitment Policy

**Introduction**

Given the responsibilities of the Board, there is a need for Trustees / Board Members *delete not applicable* to have an appropriate mix of skills and experience. Policies and procedures must facilitate the election of those people who best meet the needs of the Board and the organisation.

**Purpose**

Trustees / Board Members *delete not applicable* 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 purpose and principles of the organisation.

**Policy**

The Board should attempt, using its network of contacts within and outside the organisation’s stakeholders, to identify appropriate individuals with needed skills and interests as potential Trustees. When vacancies arise among the elected Trustee / Board Member *delete not applicable* positions, such individuals should be encouraged to be nominate for election.

**Responsibilities**

It is the responsibility of the Chairperson to ensure that:

* Name of organisation Trust Deed / Constitution / Rules *delete not applicable* *(refer* Clause add clause number) relating to ‘Appointment of Board of Trustees’ adapt to own rules is followed
* checks are completed prior to confirming a new Trustee / Board Member *delete not applicable* to ensure they qualify to be an officer under the Charities Act <https://www.charities.govt.nz/im-a-registered-charity/officer-information/officer-certification/>

**Process**

* Identify any skill and experience gaps using the Governance Skills & Experience Matrix
* Adapt the New Trustee / Board Member *delete not applicable* Advert and Application that fits with the skill gap of skills and experience identified and circulate to stakeholders
* Board members will make a list of potential Trustees / Board Member’s *delete not applicable* to consider and provide a brief profile. Each profile is considered and a list of who to approach is prepared and assigned to one or more Trustees to approach.
* Board members agree on who shall make up the “Board Appointments Panel” *(refer* Clause add clause number) *delete if not applicable*
* The Board Appointment Panel” should have no less than two and no more than four Trustees. The Panel may include non-Trustees / Board Members *delete not applicable* .
* Approach a potential Trustee / Board Member *delete not applicable* and see if they are interested. If they are provide them with;
  + Vision of the Trust
  + Trustee Handbook

Ask them to complete the Governance Application form.

* Trustee / Board Member’s *delete not applicable* are given an opportunity to meet the potential Trustee / Board Member *delete not applicable*.
* The potential Trustee / Board Member *delete not applicable* is invited to attend at the beginning or end of a board meeting to meet the remaining Trustees prior to them voting on the appointment

Governance Appointment Policy

**Policy**

The appointment of New Trustees / Board Members *delete not applicable* shall be consistent for each recruitment process.

**Responsibilities**

It is the responsibility of the Chairperson to ensure that:

* Any unsuccessful applicants are notified as soon as practical and in a way that is respectful
* Successful applicants are notified as soon as practical and induction commences prior to attendance at the first board meeting

**Process**

* Once appointment is agreed by existing Trustees / Board Members *delete not applicable* and recorded in the minutes, add new Trustee / Board Member *delete not applicable* as Officer through Charities Service registration www.charities.govt.nz
* Chairperson to arrange to go through items listed on the Governance Induction Checklist and to provide copies of the documents listed to the new Trustee / Board Member *delete not applicable*
* Refer Governance Induction Policy when a suitable new Trustee / Board Member *delete not applicable* is found

Governance Induction Policy

**Policy**

New Trustees / Board Members *delete not applicable* shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

**Responsibilities**

It is the responsibility of the Chairperson to ensure that:

* Checks are completed as identified in the Governance Induction Checklist
* Training and documents are provided to the new Trustee / Board Member *delete not applicable* as outlined in the Governance Induction Checklist