



Governing body recruitment, selection and induction

Policy Name

Governing body recruitment, selection and induction

References

1	Policy number	
2	Date ratified	
3	Date of review	
4	Reference to evidence guidelines	
5	Responsibility	
6	Relevance	

Policy statement: direction and intended end result

THC will ensure the governing body is effectively established and maintained. The governing body members are able to settle into their roles quickly, perform their duties competently, and be a productive, performing to the highest standards of governance and accountability.

Electing, inducting, and developing people in governing roles ensures the appropriate levels of skill and experience to achieve high standards of accountability and compliance.

Effective recruitment, selection and induction will ensure:

- the members of our organisation have the opportunity to nominate and select individuals whom they judge to have the required skills and commitment to perform all governance requirements
- governing body members understand and are able to meet the expectations of the company/association and can perform in ways reflecting best practice implementation and compliance with all legal requirements.

The governing body of THC is responsible for the governance of the organisation, ensuring viability and accountability to our members and stakeholders. THC Housing has legal, effective and consistent processes to establishing and maintaining the governing body. THC ensures that members of the governing body have the skills and experience required for their delegated roles, and the commitment to contribute to the overall strength of the organisation.

THC Housing achieves this through:

- clearly defined roles/position descriptions and a Code of Conduct for governing body members
- open and transparent processes and criteria for the nomination and election of the governing body, in accordance with the requirements of Incorporation and our Constitution
- induction to the organisation, their role and the required responsibilities as a member of the governing body
- identifying governing body members' training needs and providing assistance to access training and development opportunities relevant to their role
- regular performance review of the members of the governing body
- strategies to build effective working relationships.

Procedures: examples

1. Consult the constitution and relevant legislation to ensure clarity about legally required processes for recruiting governing body members? Consider:



- a. who is eligible to nominate for election?
 - b. how will you source/recruit people with relevant and required skills? How do you know what skills/expertise are required? Consider:
 - i. developing a skills matrix for the board/management committee
 - ii. reflecting required skills in the constitution
 - iii. link with institutes and other bodies where suitably qualified individuals express their interest in governance roles
 - c. how will you call for nominations? How will you notify all members who are eligible to nominate and/or vote of the process and timeframe for nomination? Who will coordinate this process?
 - d. what information will be provided to candidates, e.g. is there a standard nomination form including a request for a summary of relevant skills and experience an information kit including a background of the organisation and information about the role and responsibilities of being on the governing body?
 - e. Developing a check list and/or kit to guide all stages of recruitment in line with the constitution and legislation
2. Ensure governing body members are clear about what is expected of them. Options include:
- a. Develop a code of conduct for governance body
 - b. Provide company directors' training from a suitably qualified body
 - c. Develop an induction manual which is periodically reviewed. Consider:
 - i. *when will induction occur? Ideally it should occur as soon as possible after election/appointment of new members (this also applies to casual vacancy appointments.)*
 - ii. *how will induction occur? Options could include face-to-face group sessions, one-to-one mentoring, self-directed reading of an induction kit, or a combination of methods.*
 - iii. *who will be responsible for organising induction? Who will be responsible for conducting induction, i.e. staff member, current governing body member, external facilitator, or a combination?]*
 - iv. *what induction records will be kept? (Records should identify who has received induction, when and the material covered, if this varies).*
 - v. *who will be responsible for keeping them?*
 - d. Clearly identifying who is responsible for supporting the governing body and providing the governing body with all of the materials, information, induction and training they need to be effective
 - e. Conduct an induction and orientation session based on the manual
 - f. Conduct a training needs audit and provide relevant training to the governing body. Consider:
 - i. how training and development needs will be identified?
 - ii. how often a review of training and development needs will be conducted?
 - iii. who will be responsible for conducting the needs review?
 - iv. how are information/skills passed on to new/other members?
 - v. what training and development opportunities may be considered, e.g. in-house sessions attendance at external training courses, information sessions, forums, conferences, self-directed reading on line training/research etc?
 - vi. is there a budget for the provision of training and development? How is this determined? How are priorities for expenditure determined?
 - vii. how will resources for training and development be allocated? Is there an application process? How will priorities for training and development be determined? Who will make the decision?
 - viii. what records will be kept of training and development undertaken by governing body members? What reports, if any, will governing body members need to provide following training and development activities?]