

## **Procedures for Appointment of New Board Members to ABH**

1. Board applications require candidates to submit a cover letter (maximum two pages) addressing the selection criteria outlined in the advertisement, application form (which can be downloaded from the website at [www.abh.org.au](http://www.abh.org.au)) and resume (maximum three pages) to be addressed to the Chair of the Nominations Committee, [board@abh.org.au](mailto:board@abh.org.au)

The application form will request at least two referees, including a clergyperson, and approval to proceed with a criminal record and financial probity and governance qualifications check should the candidate proceed to the final appointment stage. Candidates will also be able to obtain a copy of the Board Position Description and ABH Annual Report from [www.abh.org.au](http://www.abh.org.au)

2. The Nominations Committee of the Board will review all applications using external recruitment support, where necessary, to short-list potential candidates for an interview.
3. Short-listed candidates will be contacted by the Chair of the Nominations Committee to set up an interview date and time.
4. The Chair of the Nominations Committee in association with the Board Chair will set up a panel to interview the short-listed candidates. The panel will consist of the Board Chair and members of the Nominations Committee. Other Board members and/or external advisers may also be included.
5. Interviews will be held at Ashfield Baptist Homes Ltd, 31 Clissold St, Ashfield. Candidates may be offered a tour of the facilities, if relevant.
6. Candidates will be assessed according to key criteria established by the Nominations Committee.
7. Successful candidates will be contacted by the Chair of the Nominations Committee, to advise that their referees will be contacted.
8. Members of the Nominations Committee will be assigned to call the referees and complete the written reference check form within a week of the interview.
9. Based on referee feedback the Nominations Committee and Board Chair will agree on preferred candidates.
10. The Nominations Committee Chair will contact preferred candidates and confirm an offer to be appointed to the Board, subject to recommendation to the full Board and Police & financial probity checks.
11. If the candidate and the panel agree to proceed to an appointment, the panel will make a suitable recommendation to the full Board.
12. Police and financial probity checks to be undertaken by the Chief Executive.
13. The Board Chair will ensure that the name(s) is(are) submitted as a nomination for a Board vacancy (vacancies) to be voted on at the next Annual General Meeting of Ashfield Baptist Church. \*

14. The Board may appoint the candidate to a casual vacancy if it considers that the Annual Church Business Meeting of Ashfield Baptist Church is too far away. This step should be considered as an interim measure to be taken only in exceptional circumstances.
15. The election of a new Board member by the Church is to be confirmed by vote at the next Annual General Meeting of Ashfield Baptist Homes Ltd. The term of office commences from the time of confirmation. \*
16. The Board Chair and the Chief Executive will provide an induction for the new Board member following their appointment to the Board but prior to their first Board meeting. Further materials to be provided at this time in a Board Members Manual could include the Constitution, Strategic Plan, recent Board minutes and papers, organisation chart, schedule of coming meetings, and names and details of other Board members.
17. The Board Chair and Chair of the Nominations Committee will follow up the new Board member(s) after 3 months to discuss how their appointment is working out.

\* current procedure effective 2017 but subject to constitutional review during 2017/18

As approved by the Board at it's meeting on 21 May 2009 (modified 2017)