

## **Board Recruitment and Induction**

### **OUTCOME**

Appointment of well qualified and experienced Board Directors that form an effective Board team and add value leading NEAS to achieve its vision and mission.

### **POLICY STATEMENT**

Management of recruitment and induction for the appointment of Directors is the responsibility of the Board. The Board needs to ensure that there is an effective selection process to facilitate selection of the best available candidates taking into consideration qualifications, experience and Board composition. The Board also needs to ensure that there is an effective induction process to provide new Directors with an in depth understanding of the organization and the operation of the Board.

### **PROCESS AND COMPLIANCE**

Administrative and procedural coordination of the Appointment of Directors is coordinated by the Company Secretary in consultation with the Board. Elections and board appointments are governed by and must conform with the legal, ethical and regulatory requirements of;

- NEAS Constitution;
- NEAS Articles of Association and/or Memorandum;
- Australian Securities Investments Commission and
- Australian Charities and Non-for-profits Commission

Final appointment as a Director is dependent on the completion and signing of Board policy documents prior to formal commencement of appointment to the Board.

### **ELECTED DIRECTORS**

1. Nominations will be sought from interested candidates, by broadcasting the requirement to fill a Directorial vacancy to the membership, using the electronic and other communications channels that are regularly utilised in the course of NEAS business;
2. Interested candidates will be required to submit their nomination for election by a nomination deadline that shall be no less than four weeks after the initial broadcast announcing the vacancy. No nominations will be accepted for consideration if received after the deadline;
3. The Board shall be responsible for approving all candidates for nomination once the deadline has been passed and after their credentials for nomination confirm eligibility;
4. The election will be announced within a week of the closure of nominations, and to take place no less than four weeks after the announcement of the election date;
5. The election will be held at a venue and time to be confirmed by the Board and communicated by the Company Secretary;

6. Election procedures will conform to readily accepted protocols whereby;
  - Only one vote per member organisation will be allowed
  - a returning officer in the form of Company Secretary is appointed to run the election
  - proxy voting procedures are managed and adhered to by the Company Secretary
  - counting votes shall be undertaken by Company Secretary who shall announce the victor, once a clear majority has been confirmed and
7. Following Board approval, the successful candidate/s will be offered a Director position. The Chair will make the appointment offer by telephone and a formal written offer will follow.

## **INDEPENDENT DIRECTORS**

### ***Selection Procedure***

1. Expressions of Interest will be sought from suitable candidates through one or more of the following: Direct advertising through: Australian Institution of Company Directors (website posting); Women of Boards (website posting); Seek (website posting); Herald or other newspaper (advertisement); Board Director networks. Refer to Appendix 1 for sample Board Director advertisement;
2. Before advertising Board vacancies, the Board will undertake a Board skills analysis/gap analysis to determine specific skills required. The sample Board Director advertisement will be edited accordingly;
3. Candidates for Independent Board Director role will be required to make formal application including letter addressing the selection criteria and submission of Curriculum Vitae (CV);
4. Applications will be reviewed by the Board and CEO and short listed for progression towards appointment;
5. Short listed candidates will be invited to interview with the Board and Chief Executive Officer. (refer to Appendix 2 for sample interview questions);
6. Reference checks will be undertaken for candidates being considered for appointment and
7. Following Board approval, the successful candidate/s will be offered a Director position. The Chair will make the appointment offer by telephone and a formal written offer will follow.

### ***Induction***

1. Each new Director will be provided with a copy of the Board Handbook;
2. Each new Director will be assigned a 'buddy' Director who will assist their induction to the Board. The buddy will contact the new Director prior to their first Board meeting to further discuss the role and workings of the Board and to answer any queries. The buddy will assist the new Director through their first few meetings, greet them on arrival, phone between meetings, etc;

3. A formal induction will be organised for each new Director prior to attendance at their first Board meeting and
4. Each new Board member will also be invited to an induction with the CEO. This induction will further explain the role and workings of NEAS.

Version	Approved By
Version 1: 2016	Chair of the Board
Version 2: 2020	Board

## APPENDIX 1

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### Sample Board Director Advertisement

The Board of NEAS is calling for expressions of interest from individuals who have the necessary skills, qualifications and experience to contribute to the governance and strategic direction of NEAS as Board Directors.

NEAS endorses English language centres in universities, colleges and high schools. Endorsed centres are granted the NEAS Quality Mark, which is internationally recognized and valued by students, teachers and governments.

NEAS is a not-for-profit organisation. Its operations are funded by fees for services provided to members and by government grants related to specific contracts.

The role of the Board is to ensure appropriate governance and compliance by the organisation and to provide strategic direction.

### Skills and Experience Required

NEAS is currently seeking applications for a vacant Board position from professionals who have expertise in the following area/s.

- Governance
- Quality Assurance
- Marketing / Public relations
- Legal and Compliance
- Financial and Risk Management
- Management / Organisational Development
- Human Resources
- Other

This is a paid position and as such annual directors' fees are set at \$6,000 plus superannuation.

### How to Apply

If you are interested, please complete an *Expression of Interest Form* and forward with your CV to Chair: [neas@neas.org.au](mailto:neas@neas.org.au)

For information about the role or to obtain an *Expression of Interest Form* please contact Chair on (agreed contact number) or by email: [neas@neas.org.au](mailto:neas@neas.org.au)

## APPENDIX 2

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### Sample Board Interview Questions

1. What prompted you to apply to be a Director of NEAS
2. What is your particular interest in NEAS?
3. What skills and experience would you bring to the role?
4. Advise the candidate of Board Director expectations and ascertain their commitment to these:
  - Board Meetings: 5 to 6 per annum, 5 to 8 hours in duration
  - Strategic Planning Meeting: 1 day per annum (linked to a Board Meeting)
  - Annual Conference: 3 days
  - Ad hoc attendance at meetings, e.g. meetings with government or stakeholders or special events
  - Email or telephone communication between meetings, 4 hours per month