

Procedure for Screening Potential Board and Board Committee Candidates

Purpose

This procedure explains the process for screening potential candidates for Board and Board Committee roles. Notwithstanding the process outlined in the Constitution, the following Procedure is preferred by the Board where appropriate.

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Procedure

- 1.1 All potential candidates are required to provide a resume, referees and detailed background information relevant to their potential role on the Board or Board Committee to the Executive Officer.
- 1.2 All potential candidates are to be interviewed by either two (2) members of the Governance and Nominations Committee or one (1) member of the Governance and Nominations Committee and the Chair or Deputy Chair(s) of the Board or proposed Board Committee.
- 1.3 All potential candidates are to provide relevant professional and character referees and be appropriately referenced checked by members of the Governance and Nominations Committee.
- 1.4 All information collected on potential candidates will be provided to the Governance and Nominations Committee for consideration.
- 1.5 The Governance and Nominations Committee will consider potential Board candidates based upon the current Board Skill Set Matrix and make recommendations for nominations to the Board.
- 1.6 The Governance and Nominations Committee will consider potential Board Committee members with reference to the relevant Committee's Terms of Reference and based upon the skills set and attributes that will best compliment that particular Committee.
- 1.7 All successful candidates will be required to complete a declaration of disqualifying offences and provide a National Police Clearance Form prior to appointment.
- 1.8 All successful candidates will be required to complete an induction process.

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Controlled Document

Key Related Policies and Documents

Activ's Board Charter (AQuA: 2022)

Governance and Nominations Committee Terms of Reference (AQuA: 1487)

Consultation Process

Chief Executive Officer

Governance and Nominations Committee