



## Appointment of Trust Board Members

In accordance with Section 6.1 of the Constitution for the Featherston Community Centre Charitable Trust (FCC), this policy must be reviewed annually and be publically available.

### OBJECTIVE

The FCC Board wishes to:

1. Ensure that consistent processes are used when appointing FCC Board members
2. Have a FCC Board that has the skills necessary to govern effectively
3. Have a FCC Board that has a balanced membership.

### PROCEDURE

The following procedure shall be used for FCC Board vacancies:

1. When a vacancy occurs, the FCC Board will prepare a specification of the qualities being sought, giving consideration (where appropriate) to:
  - a) Skills or experience not otherwise well represented on the FCC Board
  - b) Issues of balance, including involvement in the local community, business, geographical, gender, ethnicity, urban and rural and any other relevant matters;
2. The FCC Board shall use their best efforts to find the best person for the vacant position which may include:
  - a) advertising on the Featherston Community Centre's noticeboard, website, Facebook page, local papers or any other appropriate medium
  - b) running a campaign
  - c) holding a public meeting
  - d) directly approaching people who fit the desired specification.
3. The FCC Board will meet with the prospective board member(s) and:
  - a) give an overview of the board;
  - b) assess any conflicts of interest;
  - c) gauge actual interest in the role;
  - d) interview the candidate
  - e) determine the suitability of each person for the role(s).
4. The recommendation shall be referred to the next Ordinary Meeting of the Board for a vote on any motion put regarding the new appointment(s).
5. All future FCC Board members may be required to undergo police vetting upon election and or appointment to the Board.

Revised and approved: November 2017