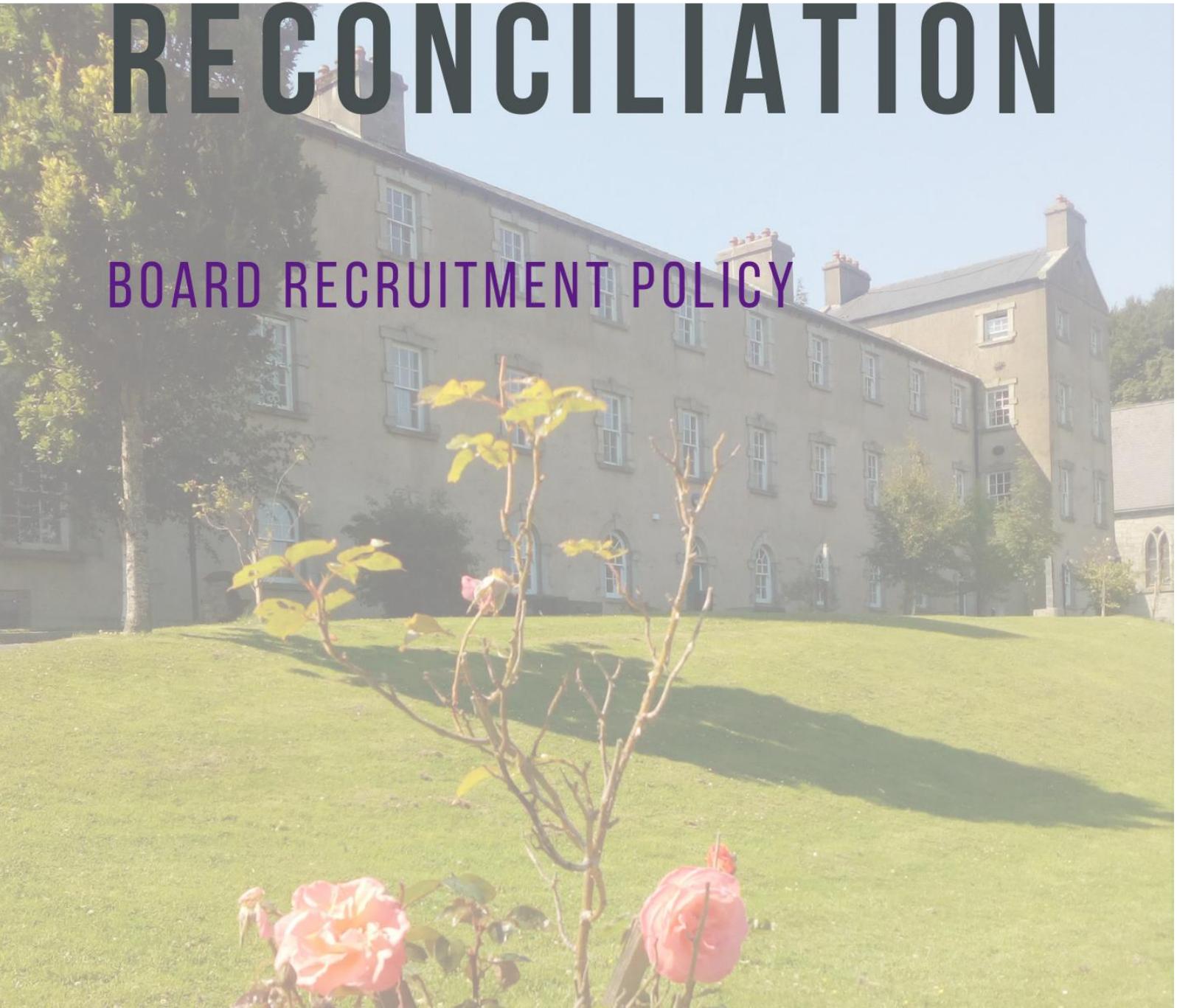


GLENCREE CENTRE FOR PEACE & RECONCILIATION

BOARD RECRUITMENT POLICY



Contents

1. Purpose and Scope of Policy	3
2. Legislation, Regulation and Relevant Guidance	3
3. Guiding Principles.....	4
4. Roles & Responsibilities	4
5. Role Advertisement	5
6. Applications, Evaluation & Selection.....	5

1. Purpose and Scope of Policy

The Glencree Board recognises that Board composition is critical for good governance and better performance. Glencree therefore recognises that it is crucial to recruit Board Members with the necessary skills, knowledge, experience, and connections, to ensure an effective organisation in order to achieve its charitable purpose and associated goals.

Our governing document details a transparent system for both the recruitment and removal of Directors (Board members), with fixed terms of office and an effective and manageable board size. Our Board Members are appointed, resign, or retire according to our governing document and we keep appropriate records of Board Members and the details of when their term is up.

New Board Members are inducted in line with Glencree's Induction Policy. New members will reflect the ongoing mission of the organisation and will be given the appropriate information, training and supports to help them fulfil the organisation's mission.

This policy relates to the recruitment of new Board Members in any of the following circumstances:

- The end of a term, or maximum terms, of a Board Member
- A Board Member resigns
- A Board Member is removed
- A skills gap is identified which, when filled, improves the Board composition.

Glencree will ensure that succession planning is carried out and recognises that a constraint exists in identifying suitable and willing candidates for this voluntary positions. This policy applies to the Glencree Board and any new Board Members recruited.

2. Legislation, Regulation and Relevant Guidance

Under the Companies Act 2014, Glencree abides by the qualification rules set out for the appointment of Board Members. A new Board Member is required to become familiar with the legal and regulatory framework under which Glencree is obliged to operate including, but not limited to, the Charities Act (2009), the Companies Act (2014) and the Governance Code for Charities (2018). On-going training is available for Board Members to ensure compliance with this requirement.

Glencree respects the right to privacy and confidentiality of our Board Members. Glencree may, while administering its business and exercising its legal rights and performing its legal obligations in connection with the recruitment of Board Members, need to process personal data. Glencree will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation (EU 2016) as outline in Glencree's Data Protection Policy.

3. Guiding Principles

During the recruitment process of a Board Member, Glencree will:

- Be clear about its charitable purpose, values, and mission,
- Ensure the recruitment process is broad, thorough, transparent, and based on merit and objective criteria,
- Respond to candidate queries on the nature of our work while maintaining confidentiality for our clients/programmes,
- Ensure that the responsibilities and time associated with the role are communicated and understood by potential candidates,
- Inform candidates that policies for Board Members are in place on our website in relation to Code of Conduct, Induction, Board Roles & Responsibilities, and Conflict of Interest,
- Inform candidates that regular reviews of the Board's effectiveness will take place to help us continuously improve our governance.

4. Roles & Responsibilities

The Chair with the Board Succession sub-committee, comprised of Chair, Vice Chair and two board members will:

- Oversee succession planning and recruitment of new Board Members,
- Develop the role profile based on the Board's identification of needs,
- Lead the recruitment drive,
- Leverage connections and networks to source and nominate potential candidates,
- Increase success by using Boardmatch and the Institute of Directors to search for candidates seeking voluntary Board opportunities,
- Approach and nominate potential Glencree sub-committee members,
- Prepare shortlist for evaluation and selection by the Glencree Board,

- Undertake in-depth interviews/conversations with potential candidates,
- Undertake verification of qualifications and/or references, where applicable,
- Undertake induction of a new Board Member.

5. Role Advertisement

The advert should:

- Be clear and specific,
- Provide an overview of Glencree's purpose,
- Detail the experience, skills, knowledge required,
- Be clear on legal and regulatory obligations,
- Provide details of how to communicate their interest or make contact to gain greater understanding of Glencree,
- Provide details on how to make an application.

Glencree will leverage all channels to advertise the role including members mailing list, volunteer networks, letters to key individuals that may be able to identify candidates, Boardmatch, Institute of Directors, external Agencies, networks, and connections. The adverts will be open for a minimum of one month.

6. Applications, Evaluation & Selection

Selection criteria used in the recruitment process will be based on good practice. It will include (i) expertise (relevant skills and qualifications, where applicable) and (ii) practical relevant experience (networks, community connections, interest, and commitment in the area of Glencree's work). Glencree will aim to ensure that there are no unnecessary barriers in its selection processes and will periodically review its practices to ensure equality, diversity and inclusion are being duly considered.

Evaluation of multiple candidates may include the preparation of a shortlist. If necessary, a panel may be formed where the selection criteria agreed by the Board sub-committee will be used in making the final decision.

New Board members will be required to have one reference which will be checked with the candidate's permission. The Chair will confirm the appointment to the successful candidate and subsequently on acceptance of appointment, inform the other candidates that the position has been filled.

Board Recruitment Policy V1.0

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