### a) Sample Board recruitment checklist

The checklist below is provided as a guide to help EYMs with the various tasks involved in a recruitment process. This checklist should be used in conjunction with section 1.3 of the Governance Support Manual.

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|  | Task | Status |
| 1. | Complete the skills matrix |  |
| 2. | Identify the skills gap and confirm with Board members  |  |
| 3. | Prepare / modify position description with key responsibilities and expectations |  |
| 4. | Board resolution to set up recruitment committee (or delegate responsibility to an existing one) |  |
| 5. | Application form developed or modified for recruitment |  |
| 6. | Search through list of leads/interested candidates if any |  |
| 7. | If no list or no suitable candidate is available, advertise the position (refer to suggestions above) |  |
| 8. | Applications received by closing date |  |
| 9. | Short-listing process- review application (recruitment committee members individually)- meet to discuss and finalise shortlisted candidates |  |
| 10.  | Interview dates set and invites sent – chair of recruitment committee |  |
| 11. | Interview questions/criteria prepared |  |
| 12.  | Interviews conducted |  |
| 13. | Committee meeting to finalise selection |  |
| 14. | Check constitution for Board member appointment process |  |
| 15. | Phone call to convey outcome of selection process to successful candidate(s) – Chair of Board or Chair of selection committee |  |
| 16. | Phone call to convey outcome of selection process to unsuccessful candidate(s) – Chair of Board or Chair of recruitment committee |  |
| 17. | Formal appointment process completed (e.g. Board resolution, AGM election etc.) |  |
| 18. | Formal letter of engagement sent to new Board member |  |
| 19. | Shortlisted candidates who were unsuccessful contacted regarding other options to engage with the organisation. |  |
| 20. | Report of the recruitment committee presented to the full Board |  |