

# GBWCT POLICY



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## NOMINATION, VETTING AND ELECTION OF TRUSTEES

This Policy sets out the manner in which the Golden Bay Workcentre Trust nominates and vets its Trustees for election to the Board. The procedures, from assessing the Board's needs, the Nominee process, responsibilities, voting and vote counting, to election results are clearly outlined.

### 1.0 Trustees

There shall be no more than 7 or less than 5 Trustees of the Golden Bay Workcentre Trust.

### 2.0 Nomination Process

#### Nominating Committee

The Board of the Golden Bay Workcentre Trust, at its sole discretion, will strike a Nominating Committee of no less than (2) people to manage the nominating process on behalf of the Trust. The nominating committee shall be comprised of at least 1 Trustee with voting rights and 1 ex-officio Trustee with voting rights. The Nominating Committee will have the sole power to accept or reject any applicant as a nominee.

#### Call for Nominations

A two-week period identifying an open call for nominations for Trustees will be posted to the GBWCT website and in other GBWCT communication vehicles, if possible, and distributed via electronic mail.

All nominees will complete a nomination form and submit it to the GBWCT office. Self-nominations are acceptable. Nominees must provide the following information:

- Name of nominee
- Email and address at which they may be contacted
- Phone numbers
- Name and contact information of person making the nomination, if applicable.

## **Nominee Questionnaire**

The Board of Trustees' Nominating Committee will compose a questionnaire designed to elicit details of each nominee's relevant experience. Nominee's information may be published on the GBWCT website as part of the candidate's biography. The information may also be distributed prior to the nominee meeting with full Board.

Nominees will provide a brief biography, including recent experience, associations and affiliations relevant to serving on a Board of Trustees, including potential conflicts, real or perceived, that might arise, should the nominee be elected to the Board.

Nominees must advise of any limitations on ability to participate actively in regularly scheduled Board and Committee meetings in person, or to serve the entirety of a 3-year term.

## **Nomination Verification**

The General Manager, on behalf of the Nominating Committee, will send a Nominee Questionnaire to each eligible nominee.

Completed nominee questionnaires are due from all nominees by the end of 2 weeks nominating period. Any nominee who does not provide the required information by the deadline is dropped from consideration. All completed Nominee Questionnaires are forwarded to the Nominating Committee.

## **Finalising Candidates**

The Nominating Committee shall review all completed nominations to determine which nominees meet the general criteria for a member of the Board of Trustees. The Nominating Committee will then evaluate each of the Nominee Questionnaires against the criteria enumerated below:

### **1. Responsibilities:**

- Attend Board meetings and other regularly scheduled Board level meetings;
- Attend the Annual General Meeting;
- Attend yearly Strategic Planning Sessions
- Be able to represent the GBWCT positively and knowledgeably;
- Promote good relations between the GBWCT and the public, other complimentary groups and government entities;
- Accept leadership positions on the Board as experience and time allow.

## 2. Useful Experience and Skills:

- Understanding of, and commitments to, the purposes of the GBWCT;
- Experience or knowledge in at least one of the following areas: financial literacy, community relations, management, education, non-profit organisation management, public relations, volunteer recruitment, or any other area in which the person would make a valuable contribution to the GBWCT.

### **Prioritising and Presenting the Candidates to the Board**

The Nominating Committee should identify the key attributes of each candidate, the number of vacancies and the desired experience and skills identified by the Board.

In the evaluation process, if the Nominating Committee finds that it needs additional information from a particular candidate or a number of candidates, the Committee may contact the candidate(s).

At the sole discretion of the nominating committee, proposed nominees will be accepted or rejected prior to being presented to the full BOT for approval.

Once the evaluation of candidates is completed, the Nominating Committee should present its proposed candidate(s) to the full Board.

Qualified individuals who were not nominated should be informed and encouraged to submit another nomination in a subsequent year. The Nominating Committee will retain copies of the nominating materials for future consideration of those candidates. All nominees should be informed by mail of their selection or non-selection.

### **Voting Procedures**

Voting for Nominated Trustees may be carried out at any regularly scheduled meeting of the BOT. Informed Trustees may vote from a distance. In cases where there are more nominees vetted than vacant positions available, nominees will be elected in the order of votes cast on their behalf. A nominee must receive support from at least a simple majority of the voting members present to become a Trustee.

### **Announcement of Election Results**

The election results will be published in the relevant meeting minutes, and the names of the Trustees will be duly recorded in a timely manner with those Agencies requiring the information.

Re-election of Trustees to the Board following completion of a three (3) year term of office for a further term(s) of office.

Board members are appointed for an initial 36 month (3 year) term of office following due process as outlined in this Nomination, Vetting and Election of Trustees Policy above.

The member of the Board may be nominated for re-election to the Board for a further 3 year term of office.

**The process for re-election is as follows:**

The retiring member may offer themselves, Or may be invited by the remaining members of the Board to stand for re-election.

Nomination and voting of a retiring member for re-election will take place at the meeting of the Board immediately following the date of retirement.

A retiring member of the Board will not be eligible for re-election if during their time in office Clause 4.6.a of the Trust Deed has been invoked.